



Policy #GG-004

Policy Title: GRANTS & DONATIONS POLICY

Policy Objective	This policy outlines the eligibility and the criteria for the receipt of grants and donations to non-profit organizations from the Town of Strasbourg.
Original Date & Authority	December 14, 2016 - Resolution #244/2016
Revised Date & Authority	January 24, 2024 - Resolution #19/2024
Supporting Bylaw	n/a
Related Policy	n/a

Definitions:

- a. **Council** - The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- b. **Fundraiser** - An event held to generate financial support for a registered charity or (a) person(s) in need.
- c. **Non-Profit Group** - An organization, whether or not incorporated, whose entire resources are devoted to social, educational, health, charitable, or any other non-profit purpose. The members, contributors, and other resource providers do not receive any financial return directly from the organization.
- d. **Special Event, Project, Festival, or Sports Event** - An event held in the Town occurring with a frequency no greater than once a year, which provides a high profile and significant economic benefit for the Town through a large number of estimated spectators and tourists, and through the expected extent of publicity generated.
- e. **Special Interest Group** - A non-profit group in the Town of Strasbourg who request funds from the Town on an annual basis to assist in their operating expenditures. These groups include, but are not limited to, the Strasbourg Recreation Centre Board, Strasbourg Age-Friendly Recreation Board, Parkland Library Strasbourg Branch, and Strasbourg Tiny Tots and Helping Hands Daycare. Other groups may be considered by Council as a special interest group from time-to-time.
- f. **Town** - The Town of Strasbourg.

Policy:

1. PURPOSE

1.1 To provide a modest level of support and assistance to non-profit groups and organizations that provide programs, services, or events that are of a general benefit to the Town. Council believes supporting volunteer, community-based organizations is fundamental to maintaining our quality of life. Council wants to treat all organizations fairly and consistently.

1.2 Funding is contingent on the approval of the annual operating budget by the Town. Once the annual budgeted amount for grants and donations is exhausted, any further donation requests will not be considered.

2. ELIGIBILITY TO RECEIVE GRANTS

2.1 All organizations must be non-profit organizations.

- 2.2 Council will not consider providing grants or donations to individuals, for profit businesses, organizations with political or religious affiliations, organizations that have failed to provide satisfactory reports for previous grants, other levels of government, discriminatory activities and events, and activities contrary to other policies and law set by the Town.
- 2.3 Grant applications **must be made in writing using the attached form** to the Council and, in the case of special events, festivals, and sports events, must be received at least two (2) months in advance of the event.
- 2.4 Each organization, if approved, may only receive one (1) grant per year.
- 2.5 The event **must** be held in the Town.
- 2.6 The event, in the case of special events, sports events, and festivals, must clearly demonstrate the potential to draw participants and spectators from outside the Town.
- 2.7 The event, in the case of a fundraiser, must demonstrate the need for a fundraiser, and in the budget, it needs to show sufficient funding to cover budgeted expenses.
- 2.8 If possible, in the case of special events, sports events, and festivals, it must be officially sanctioned by the appropriate local, provincial, or federal organization that regulate the special event and should be accompanied by an official letter of support.
- 2.9 A proposed program of activities and a description of how the event will be promoted must be included in the application.
- 2.10 A proposed revenue and expense budget clearly identifying all sources of revenue **must** accompany any application.
- 2.11 In the case of special interest groups as defined above, any funding requests **must** include annual financial statements and reports, detailed budget, list of the Board of Directors, and the most recent minutes of the organization.
- 2.12 Applications will be reviewed and evaluated to ensure that each is in compliance with the eligibility criteria, and subject to meeting the requirements, will be presented to Council at a regular meeting.
- 2.13 Council will choose to allocate, or not allocate, funds to eligible groups or organizations, as they deem appropriate.
- 2.14 Council is not constrained by the amount requested in the application, but rather may determine to award less or more than requested.
- 2.15 Grants and donations made by the Town are not to be regarded as a commitment to continue such grants and donations in the future.
- 2.16 No grant or donation will be considered unless specifically authorized by Council in the form of a resolution.

- 2.17 In making a grant or donation, Council may impose such conditions and/or restrictions as it deems fit.

3. LEVEL OF ASSISTANCE AND ALLOCATION PROCESS

- 3.1 Funding levels for special events, festivals, and sports events will be up to a maximum of \$1,000.00. The amount provided will be determined based on the projected level of economic activity the event is expected to provide to the Town.
- 3.2 Funding levels for fundraisers will be up to a maximum of \$500.00. The amount provided will be determined based on the projected level of need for the organization/person(s).
- 3.3 Funding levels for special interest group operating grants will be up to a maximum of \$5,000.00. The amount provided will be determined based on the annual financial statements provided, the budget, and the overall benefit to the community of providing financial assistance to the organization as per Council's discretion.
- 3.4 The total level of assistance for any levels of funding is at the sole discretion of Council within the guidelines of the policy and there is no guarantee that a grant application will be approved.
- 3.5 Applications will be reviewed on an ongoing basis and applicants will be advised of their grant requests within thirty (30) days of receipt of the request for assistance.

4. PAYMENT & ACKNOWLEDGEMENT

- 4.1 A cheque for the approved amount of the grant or donation will be issued to the organization within thirty (30) days of Council's approval of the grant.
- 4.2 All organizations who the Town provides funding to must acknowledge the Town as a donor either through advertising, in print, sponsorship list, etc. A Town logo will be provided to the organization for their use.

5. FINAL REPORT GUIDELINES

- 5.1 Within thirty (30) days following the event, the successful applicant must provide the following documentation to the Town:
- a. A final program of activities for the event.
 - b. A detailed transaction record of total revenues and expenses for the event signed by an officer of the organization.
 - c. A report outlining the number of participants in the event, number of visitors to the Town as a result of the event, the amount of time the participants and spectators spent in the Town of Strasbourg, an estimate of where the visitors came from, and any other economic benefits derived from holding this event in the Town.
 - d. In the case of a fundraiser, the final report must show that expenses were covered and also indicate the amount of money raised for the organization/person(s).
- 5.2 Failure to provide a final report may hinder future applications by the organization and can result in non-approval by Council.



Event Grant Application

<i>For Office Use Only</i>	
Date Received: _____	Application #: _____
Amount Received: _____	Date Approved: _____

APPLICANT INFORMATION

Organization: _____

Contact Person: _____

Address: _____

Phone Number: _____ Email: _____

GRANT REQUEST & INFORMATION

Grant Request Amount: \$ _____
(Up to \$1,000.00 for events and projects, \$500.00 for fundraisers)

Type of Event Being Held: *(please check one)*

- ☐ Special Event, Project, Sports Event, Festival
- ☐ Fundraiser

Title of Event/Project: _____

Date(s) of Event/Project: _____

Describe the Event. Attach additional pages if necessary. Be sure to include the following information:

- Program of activities planned
- How you will promote your event
- Number of people you expect to attend
- Economic impact on the Town of Strasbourg
- Demonstrate financial need for the event

ATTACHMENTS

Please attach any letters of support that you may have at a local, provincial, or federal level.

BUDGET

Please use the provided template. Some notes about the budget:

- Totals of revenues and expenditures should balance, and if they do not, an explanation is needed.
- In the case of a fundraiser, the revenue and expenditures totals do not have to balance, but it needs to be demonstrated that revenues will cover expenses.
- In the revenues section, please list all sources of revenue, and if you have received the revenue (confirmed) or are waiting for it (pending).

Examples of Revenues: ticket sales, donations from individuals, local, provincial or federal organizations, other grants, organization membership fees, etc.

Examples of Expenses: insurance, facility rent, performer costs, decorations, equipment rentals, food, remuneration/honorariums, printing, advertising, project supplies, promotional products, etc.

SIGNATURE

By signing this application, you are acknowledging that the information provided is accurate, complete, and endorsed by the organization that you represent.

Printed Name: _____

Signature: _____

Date: _____

Proposed Event Grant Budget

Revenues			
Budget Item	Explanation	Confirmed/ Pending	Amount
Total			

Expenses		
Budget Item	Explanation	Amount
Total		

Final Revenues & Expenses

Revenues		
Item	Explanation	Amount
Total		

Expenses		
Item	Explanation	Amount
Total		

<i>For Office Use Only</i>	
Date Received: _____	Application #: _____
Amount Received: _____	Date Approved: _____

[illegible]

ATTACHMENTS

Please provide the following with the operating grant application. All attachments are required for grant eligibility.

- ☐ A detailed, proposed budget for current year, outlining expenditures and revenues, including a list of all other grants and/or donations.
- ☐ Financial statements from the immediate preceding fiscal year.
- ☐ List of current Board of Directors, including addresses and phone numbers.
- ☐ Copy of the minutes taken at the most recent annual general meeting or regular meeting of the applicant organization.

SIGNATURE

By signing this application, you are acknowledging that the information provided is accurate, complete, and endorsed by the organization that you represent.

Printed Name: _____

Signature: _____

Date: _____