



## **Township of Ryerson Donation Policy June 2021**

### **Purpose**

Many local programs and services are provided through the volunteer efforts of community organizations, greatly enhancing the quality of life for residents of the Township of Ryerson. These efforts complement and often supplement programs beyond the Township's capability.

Corporate donations to the community demonstrate Council's commitment to working with groups which provide these beneficial programs, services or projects to the community, while at the same time recognizing the financial constraints impacting the Township's ability to provide funding to these groups.

### **Policy**

This policy establishes eligibility requirements; identifies the types of funding available; and outlines application and evaluation requirements.

Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices, self-reliance, and those that develop volunteer knowledge and skills.

Ryerson Township will consider requests for a monetary contribution as well as in-kind contributions for municipally owned resources. Only one request for financial assistance per calendar year will be considered for each applicant organization.

### **Eligibility**

Eligibility for a Community Donation falls within the following categories:

- ***Programs and Services*** initiated or delivered by community groups or organizations to residents of the Township and the surrounding area;
- ***Events*** of a municipal, provincial or national significance, which could be expected to bring economic and/or public relations benefit to the Township and the surrounding area;

- **Teams**, individuals or groups who require assistance to participate in recognized regional, provincial, national or individual championships;
- **Other** individuals and organizations resident to the Township and the surrounding area

### **Purpose of Donation**

*Donations may be provided to eligible applicants, as defined above, for:*

- general operating and capital expenses including administrative costs and program-related expenses;
- activities/functions generally occurring within the Township and surrounding area; and/or
- programs/activities/functions addressing a community need, responding to an under-served demand, or contributing to the positive image of the Township

*The Donation Program is not intended to provide funding:*

- on a retroactive basis for events that have already occurred;
- to groups whose programming, events or activities are designed to benefit or are geared towards a single group instead of to the majority of Township residents;
- to organizations aligned with any political party, or to support programs or services which are politically partisan in nature;
- for activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code;
- to be used as donations to charitable causes or other organizations;
- for debt retirement; or
- to an applicant that has an overdue amount owing to the Municipality

### **Guidelines**

Applications are available from the Township of Ryerson office or on the Township's website. Although completed applications are accepted at any time throughout the year, the Township budget for grants is limited, and applications are evaluated on a first come, first served basis. The applicant is advised to contact the Township office before beginning the application. If necessary, Township staff can provide assistance with completing the application form.

Applicants (individuals, groups, organizations) submitting applications will be required to provide information about the purpose and mission of the organization or project; a statement describing the proposed use of the funds and the anticipated benefits to the community. Applicants are also required to attach a simple budget for the current fiscal year, a project/event budget (if applicable) and if available or applicable, financial statements for the last two fiscal years.

Applications will be evaluated based on the following criteria:

- the application is complete in all parts;
- there is a demonstrated benefit to the community;
- community support exists for the programs or services;
- there is a financial need;
- availability of alternate sources of funding; and
- evidence that efforts are being made to decrease reliance on Township funding and move toward self-sufficiency.

### **Regular Contributions**

Ryerson Township has a lengthy history of supporting several organizations in the community. To that end, the Township maintains a list of organizations to which donations are anticipated during the year. When considering donation requests from other organizations, the Township shall first ensure that there is sufficient room remaining in their donations budget to fund those organizations listed below.

Almaguin Adult Learning Centre  
Armour, Ryerson & Burks Falls Agricultural Society  
Blackrock Climbers  
Burks Falls and District Food Bank  
Burks Falls and District Historical Society  
Royal Canadian Legion  
Santa Claus Parade  
Women's Own Resource Centre

This list shall be maintained internally by staff and amended as necessary. For an organization to receive standing contribution status, it must have successfully received Council support for at least three (3) consecutive years.

## **Process**

Following submission to the Township, staff will review the applications and screen them against the aforementioned criteria. Complete applications that are reasonably aligned with Council's mandate will be placed on the next Agenda for Council discussion. Applicants will be advised of the Council meeting date at which their application is to be considered and may request to make a delegation if so desired. Following a Council decision, applicants will be notified of the outcome and any allocation awarded. Payment for the amount awarded will be forwarded approximately one month following final approval, unless otherwise deemed necessary by the Treasurer. Council reserves the right to approve or refuse any application based on the criteria listed above and/or at their discretion. Council may award a donation of different value than that requested, based on the status of the Community Donation budget.

Council may require a recipient to acknowledge the support of the Township in advertising, publicity, programs, and/or signage for which funds are granted. The recipient shall not represent the Township as a partner or hold the Township responsible for any obligations relating to the initiative.

Council may request a report following the event or program's end, including but not limited to a full budget and a description of any measured successes.

The granting of assistance in any year is not to be considered a commitment to grant such assistance in future years.