



**Corporation of the
Town of Hawkesbury**

Policy N° :	SF-P-2015-02
Object :	Request for Donations
Department :	Finance

POLICY STATEMENT

Council recognizes the important contribution of the different organizations on its territory and the benefits they bring to the community whether at the social, cultural, recreation, sports or economic levels. It also recognizes the involvement of the many volunteers on these groups, whom participation is essential to their survival and the achievement of their goals and mandates.

Council demonstrates its support and its commitment to these organizations by allocating annually in its operating budget financial donations or In-Kind donations.

Council is aware of the financial capacity of its taxpayers and is accountable to them and its citizens, it must ensure that public funds are used for the purposes for which they are allocated.

PURPOSE OF THE POLICY

- Establish criteria to evaluate requests for donations;
- Establish eligibility criteria for organizations;
- Establish procedures for submitting requests for donations;
- Establish a transparent and fair process;
- Facilitate decision making by Council;
- Encourage organizations to find other sources of funding than only from the municipality;
- Diversify the Town's participation in various spheres of activity.

Prepared by: Clerk, Recreation and Finance Departments	By-law\Resolution N°: R-320-15
Responsible: Treasurer	
Effective date: June 29, 2015	
Replaces: n/a	



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TYPE OF DONATIONS

« Donations to charitable, philanthropic, cultural, recreational, sports or social community organizations » are monetary contributions to help these organizations in their operating expenses, including administrative costs and direct and indirect costs to deliver their programs or services.

« In-Kind Donations » are contributions in either municipal employees time, including the closures of municipal highways, the use of Town's facilities or properties at no charge or at a discount or in material and does not include any financial contributions. These contributions have a monetary value that shall be included in the report to Council.

« Donations for special events » are a one-time, non-recurring monetary contributions to a cultural, social, recreational or another event of municipal and even regional importance in which several organizations can participate in.

« Donations for community events » are recurring monetary contributions to an event or program that brings significant benefit to the community and is open to the public in general.

« Scholarships » are monetary contributions to residents of the Town of Hawkesbury who is graduating from a school in the area. The list of scholarships will be approved annually by the Council during the budget process.

INSTRUCTIONS

- Council will invite organizations to submit their applications for donations by publishing a notice in a local newspaper and on the Town's Web site in early October;

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- Applications for donations shall be submitted in writing to the Treasurer on the Request for Donations Form by November 15th to be considered in the budget process. Request for only In-Kind Donations may be submitted at any time during the year, but at least 60 days before the event;
- Applications will be assessed by taking into account the availability of resources, the economic impact on the Town, the contribution to the well-being of the community and the benefits in general;
- Council may impose special or additional conditions before granting a donation;
- An organization that has several events during a year must submit them at the same time on separate Request for Donations Form, specifying the priority order.

ELIGIBILITY

- Be a non-profit community organization with charitable, philanthropic, cultural, recreation, sports or social mandate, in existence for at least one year, on the territory of the Town and mainly serving the citizens of the Town;
- be managed by a Board of Directors comprising of volunteers;
- Be an educational institution which the activity or program is supported by the director, a professor or a coach.

INELIGIBILITY

- For-profit organizations or businesses / industries;
- Organizations and/or activities of a political nature;
- Activities or programs outside of the Town;
- Activities benefiting the organization members only;
- Individuals;

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- Organizations that have not produced the annual report required if a donation is granted by the Town.

REQUESTS

- Be submitted on the Request for Donations Form;
- Be submitted to the Town's Treasurer;
- Be submitted with all required supporting documents;
- Be supported by a resolution of the Board of Directors.

The granting of a donation by Council shall not be considered as a municipal commitment to the same organization, the same activity or program from one year to another. The donation from the Town depends on the annual budget that Council adopts.

EVALUATION PROCESS

- The Treasurer shall ensure that the Request for Donations Form is complete;
- If the request is for an In-Kind Donation, the Treasurer will circulate it to the concerned departments for comments and evaluation;
- The Treasurer will present to Council for consideration in the budget process, a report showing the various donation requests and the monetary value of each;
- Council, depending at the stage the budget process is at, may decide to confirm immediately an amount of money to enable an organization to begin the activity or the program;
- Council will evaluate applications using the following criteria:
 - The participation of the community and other organizations in organizing the activity or program. Council encourages partnerships;

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- The reputation of the organization or group;
- Target participants, priority will be given to an activity or program that is accessible to all;
- Activity or program available free of charge or at minimal cost;
- The economic impact of the activity or program on local businesses;
- The positive impact of the activity or program on health, recreation, culture or arts;
- The originality and creativity of the activity or program, it fulfills a need that is not already offered by other groups or organizations. Council wishes to avoid duplication;
- The impact of the activity or program beyond the Town;
- The funding of the activity or program that demonstrates the effort of the organization to be self-sufficient;
- The support of the population, other community groups in the activity or program;
- Demonstrate continuous efforts to obtain financial support from other partners, organizations or governments. The Town's contribution should not be the only source of funding;
- Activities, projects or programs that support, promote, inform, educate, celebrate, preserve and provide access to arts, culture, environment, heritage, recreation or well-being.

DELEGATION

Council delegates to the Public Works Superintendent or the Municipal Buildings Superintendent the authority to accept In-Kind Donation Requests when the monetary value are less than \$1,000.00 (eg. the use of the Community Hall, lending of barricades).

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Any authorization granted under this delegation shall be submitted to the Council for information by way of an internal memo.

EVALUATION REPORT

For donations of less than \$1000.00, an activity report shall be submitted to the Treasurer within 30 days after the activity, program or event and within 60 days for donations over than \$1000.00. The report shall be submitted on the Activities Report Form and signed by two members of the Board of Directors.

Organizations receiving donations in cash and In-Kind exceeding an amount of \$1,000.00 shall submit their annual financial statements that have been presented to their Board of Directors as soon as they are available.

Failure to file the activity report within the prescribed delays will result in the ineligibility for future donations from the Town.

DEROGATION

Council may derogate from the Request for Donations Policy if it finds that the activity or program deserves a financial or other assistance from the Town.

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Schedule "A" to the Request for Donations Policy N°

Please note that only the organizations that have fulfilled all requirements and filled out the required reports shall be eligible for future applications.



Corporation of the Town of Hawkesbury Form – Request for Donations

Please note:

1. Only applications that have been completed correctly and legibly will be accepted.
2. Within twenty-four (24) hours of Council's decision, we will contact you by e-mail to notify you if your application has been approved or denied.
3. An official letter will be sent to you within two (2) weeks.

SECTION A – Contact information

Name of organization: _____

Mailing address: _____
(Street) (P.O. box)

(Town) (Postal code)

Contact person and title: _____

Telephone number of contact person : _____ Email: _____

Telephone number of organization: _____ Fax: _____

SECTION B – Application summary

Name of event, project or activity: _____

Start date of event, project or activity: _____

End date of event, project
or activity:

We are requesting: (check all that applies):

Amount requested

Free use of facilities**

_____ \$

Funds for project or activity

_____ \$

TOTAL amount requested

_____ \$

In-Kind help (describe)

Funds will
be:

sent by mail at the above address

sent by mail at the following
address: _____

picked-up at the Town office _____

The amount requested must correspond exactly to the cost of the rental agreement of the Town facility **before taxes. Call (613) 632-0106 ext. 2252 to obtain a rental agreement and attach a copy with your application.

SECTION C – Event, activity or project

1. Describe your event, activity or project.

2. Identify your target group and where they reside.

Youth _____ Men Women Seniors All
(Age group)

Other
(specify)

(Examples: disabled, minorities, etc.)

Residency
(specify)

3. List all the community partners or businesses that are contributing or involved with your event, project or activity.

4. If you are asking for an increase over last year's grant, please justify.

5. If your event, project or activity generates profits, please explain how your organization intends to manage these revenues.

SECTION D – Projected budget

PROJECTED REVENUES	Funding	In-Kind services
a) Governments grants:		
i) Municipal	\$	\$
ii) Provincial	\$	\$
iii) Federal	\$	\$
b) Fundraising (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
c) Donations and other grants (please include volunteers and In-Kind services)	\$	\$
d) Attendance fee	\$	\$
e) Other revenues (specify)		
i)	\$	\$
ii)	\$	\$
TOTAL PROJECTED REVENUES	\$	\$
PROJECTED EXPENSES	Expenses	In-Kind services
a) Salaries and wages	\$	\$
b) Rental costs	\$	\$
c) Equipment and furnishings	\$	\$
d) Office supplies and services	\$	\$
e) Transportation	\$	\$
f) Advertising	\$	\$
g) Translation	\$	\$
h) Other (specify)		
i)	\$	\$
ii)	\$	\$
TOTAL PROJECTED EXPENSES	\$	\$
PROJECTED SURPLUS OR (DEFICIT)	\$	\$

SECTION E – Signatures

NOTE: All information contained in the application is subject to the *Municipal Freedom of Information and Privacy Act*.

I hereby certify that all information provided in this application is as accurate as possible in all respects.

Signature of Executive Director or designate

**Name
(please print)**

Signature of President or designate

**Name
(please print)**

SECTION F – Checklist

The following documents must accompany your application for it to be deemed complete. Please check (✓) the boxes below to help you.

- Completed sections A through E of the application.
- List of Board of Directors or Steering Committee.
- Copies of rental contracts for Town facilities (if applicable to your application).
- Letters patent (only for first time applicants).
- Financial statements for the previous year for requests over \$1,000.00 only (note that without your financial statements your application will not be submitted to Council).

Note: After the revision of your application, a letter of reference or support (your letter must be signed by an authorized agent of the association or organization) or any other documents could be asked should we deem it necessary.

Please remember that missing documents will delay the approval of your application.

THANK YOU!

Schedule "B" to the Request for Donations Policy N°

Please note that only the organizations that have fulfilled all requirements and filled out the required reports shall be eligible for future applications.



Corporation of the Town of Hawkesbury Activities Report Form

SECTION A – Organization

Name of organization : _____

Contact person and title: _____

Telephone number of contact person: _____ Email : _____

Telephone number of organization: _____ Fax : _____

SECTION B - Activity

Name of activity, program or event: _____

Amount received from the Town (money or In-Kind): _____

Estimated participation: _____

Age group _____

Participants from: _____

Exceeds expectations: Yes No if not, give the reasons why the turnout was not as it was expected: _____

What challenges have you faced? _____

What should or could be improved? _____

Do you intend to repeat the experience next year? Yes No

If so, do you intend to submit a Request for Donations to the Town?

Yes No Give explanations on your answer: _____

SECTION C – Financial

REVENUES GENERATED	Budget	Actual
a) Governments grants (including In-Kind) :		
i) Municipal	\$	\$
ii) Provincial	\$	\$
iii) Federal	\$	\$
b) Fundraising (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
c) Donations and other grants (please include volunteers and In-Kind services)	\$	\$
d) Attendance fees	\$	\$
e) Other revenues (specify)		
i)	\$	\$
ii)	\$	\$
TOTAL OF REVENUES	\$	\$

EXPENSES	Budget	Actual
a) Salaries and wages	\$	\$
b) Rental costs	\$	\$
c) Equipment and furnishings	\$	\$
d) Office supplies and services	\$	\$
e) Transportation	\$	\$
f) Advertising	\$	\$
g) Translation	\$	\$
h) Other (specify)		
i)	\$	\$
ii)	\$	\$
TOTAL OF EXPENSES	\$	\$
SURPLUS OU (DEFICIT)	\$	\$

If you ended with a surplus what will you do with the money? _____

In case of a deficit, how do you intend to cover it? _____

SECTION D – Signatures

NOTE: All information contained in this application is subject to the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.*

I, hereby certify that the information contained in this form are as accurate as possible and in all respects.

Signature of Executive Director or its Representative

Name of Signatory (Please print)

Signature of President or designate

Name (please print)

SECTION E – Checklist

The following documents must be attached to your report to be considered complete. Please check (✓) the boxes below to help you.

- Sections A to C of the application duly completed, including supporting documents of expenditures.
- Signatures of members of the Board of Directors.
- Pictures, newspaper articles and others concerning the activity, project or event (if possible)

Please note that after the revision of your report, it is possible that additional information may be requested.

THANK YOU!