

MUNICIPAL DONATION POLICY NUMBER AD-2018-01

**CORPORATION OF
THE NATION MUNICIPALITY**

Effective date: January 29th, 2018

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MUNICIPAL DONATION POLICY

PREAMBLE

The Nation Municipality strives to promote activities that will enhance the cultural, social, economic well-being of the community. For this reason, the Council of The Nation Municipality is committed to receive and treat all request for financial assistance in a consistent and equitable manner.

PURPOSE

The purpose of this policy is to establish guidelines regarding the process of approval and of remitting of municipal donations to non-profit groups, associations and organizations.

GUIDELINES

ELIGIBILITY

Municipal donations are available to groups, associations and organizations that are not for profit.

Preference will be given to non-profit groups, associations or organizations that are based in The Nation Municipality and to events that will be held within its boundaries. Council may consider and remit donations to groups or activities that are held outside of his boundaries at their discretion.

Applicants can make only ONE request for the year (either for one event or for the years' events).

INELIGIBILITY

Municipal donations will not be given to the following:

- Individuals;
- Organizations or activities of a political nature;
- Activities benefitting board members only;
- If an activity is deemed discriminatory, contrary to municipal policies and values, or unlawful;
- School bursaries.

FUNDS

The municipal donations given are not intended to be the sole source of financial support for the non-profit group, association, organization, nor for the event.

APPLICATION PROCESS

Applicants must fully and legibly complete the application Form – see Annex “B”.

Applicants must recognize The Nation Municipality (for example a banner or sign at their event with The Nation logo) in recognition of the donation.

If the amount requested and given is more than \$500.00, a report detailing how the funds were spent must be sent to The Nation Council within 60 days following the event or events.

At the discretion of Council, a donation will automatically be given to the non-profit community groups, listed in Annex “A”, at the beginning of each year. The amount given will be decided by the members of Council at the beginning of each year by resolution.

Applications may be submitted one of the following ways:

<i>1. Online</i>	<i>2. Email</i>	<i>3. Mail</i>	<i>4. Municipal Offices</i>
Applicants may complete the integrated form found on our website at www.nationmun.ca .	Applicants may email the completed form to the Clerk at jbrizard@nationmun.ca .	Applicants may mail their completed form to: The Nation Municipality C/O Josée Brizard, Clerk 958 Route 500 West Casselman ON K0A 1M0	Applicants may hand deliver completed forms to one of our two municipal offices (Casselman or Fournier)

Head Office

958 Route 500 West,
Casselman ON K0A 1M0

Monday to Friday:
8:30 a.m. to 4:30 p.m.

Satellite Office

3248 County Road 9,
Fournier ON K0B 1G0

Monday to Friday,
8:30 a.m. to 12:00 p.m. and 12:30 p.m. to 4 p.m.

DEADLINE

For 2018:

We ask that the completed application forms be submitted at a minimum one month before the event. Applicants are encouraged to submit their requests early in the year to aid in fund allocation and thus will have a better chance at getting their donation.

For 2019 and onwards:

To aid in fund allocation planning, we ask that all application forms be submitted by January 30th of that year. A second round of applications will be processed if received by June 30th of that year.

Other requests may be reviewed anytime during the year at the discretion of Council.

The Council meetings are listed in community events calendar: <https://nationmun.ca/en/visiting-us/community-events/>

APPROVAL PROCESS

All properly completed and legible application forms will be presented to Council during a meeting. To be approved, the members of Council must pass a resolution approving the donation and amount given.

Approvals and amounts given are at the sole discretion of the members of Council.

Applicants will be notified of the result, whether approved or rejected, within seven business days. An official letter, with the donation if applicable, will be sent within 4 weeks.

CANCELLATION

If your event is cancelled or if the non-profit group, association or organization is disbanded and funds have been received, a full refund must be made to The Nation Municipality within 30 days of the notice of cancellation or closure.

Signed: _____
 Josée Brizard, Clerk

Resolution: 66-2018

Amended on March 19th, 2018 – Resolution 137-2018

Amended on March 18th, 2019 – Resolution 180-2019

ANNEX A

SECTION A

The following groups, located in The Nation Municipality, will be automatically given a donation at the beginning of the year. The amount is to be decided by the Council members at the beginning of the year by resolution.

Seniors' Groups

- Club le Bonheur, Limoges
- Club le Réveil, Fournier
- Nation Area Seniors, Fournier
- Club Renaissance, St-Isidore
- Club André Deguire, St-Albert
- Comité consultatif de St-Bernardin

Optimist Clubs

- Limoges Optimist Club
- St-Albert Optimist Club
- St-Isidore Optimist Club
- Forest Park Optimist Club

SECTION B

The following community groups, located outside of The Nation Municipality, will receive half of the amount given to the community groups listed in section A:

- Casselman Optimist Club
- Casselman Senior's Club (Club 60)

ANNEX B

SECTION A – ORGANIZATION’S INFORMATION

Name of organization: _____

Mailing Address: _____

Telephone number: _____ Fax or Email: _____

Contact Person Name: _____

Contact Telephone Number: _____ Email: _____

SECTION B – APPLICATION SUMMARY

Is your request for: 1 activity / Event; For the year’s activities;

Note that only one donation will be given per application / organization per year.

Amount Requested _____ \$

If the amount is more than the amount previously given, please justify:

Name of activity or list of activities: _____

Description of activity / activities’ summary: _____

Start date / End date of activity / List of dates: _____

Location of activity / activities: _____

Is admission free? Yes/ No, the admission fee is _____ \$

Describe how The Nation will be recognized during your event(s):

If the amount given to the organization is more than \$500.00, they are required to submit a report of how the money was spent.

If applicable, the organism consents to sending a report to The Nation Council:

Yes/ No,

Signature of applicant

Date

Don’t forget to submit your event to communication@nationmun.ca to be included in our Community Events Calendar.