



## **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 organisations.

## **Guidelines**

### **Eligibility**

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

Preference will be given to non-profit groups, associations or organisations 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;
- Organisations 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, organisation, 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.

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:

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

Financial Reporting

To ensure accountability, if an organization or community group is asking for \$1,000.00 or more, they are asked to detail in their application form how the funds will be used. If Council requires further information, regardless of the amount given as a donation, a formal report may be required after the event or 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 organisation 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.

Revised: March 19<sup>th</sup>, 2018, resolution 137-2018

Revised: March 9<sup>th</sup>, 2020, resolution \_\_\_\_\_



## **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, Riceville / Pendleton
- Club Renaissance, St-Isidore
- Club André Deguire, St-Albert
- *Comité consultatif de St-Bernardin* (formerly the seniors' club)

#### 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: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

Telephone number: [Click here to enter text.](#) Fax or Email: [Click here to enter text.](#)

Contact Person Name: [Click here to enter text.](#)

Contact Telephone Number: [Click here to enter text.](#) Email: [Click here to enter text.](#)

### 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 [Click here to enter text.](#) \$

If the amount is more than the amount previously given, please justify: [Click here to enter text.](#)

Name of activity or list of activities: [Click here to enter text.](#)

Description of activity / activities’ summary: [Click here to enter text.](#)

Start date / End date of activity / List of dates: [Click here to enter text.](#)

Location of activity / activities: [Click here to enter text.](#)

Is admission free?  Yes/ No, the admission fee is [Click here to enter text.](#)

Describe how The Nation will be recognized during your event(s)? [Click here to enter text.](#)

**If the amount requested is more than \$1,000.00, please explain how the money will be used.  
A financial report may be requested by Council.**

[Click here to enter text.](#)

If applicable, the organism consents to sending a report to The Nation Council:  Yes/ No,

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Signature of applicant

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Date