

SECTION: Finance		POLICY #: FIN-005
Date Approved: February 14, 2011		Financial Contributions to Organizations
Revision Date: August 21, 2017	Review Date: July 10, 2017	
Authority: Report DCS-04-11, Report DCS-14-17		

PURPOSE

The objective of this policy is to establish guidelines for financial contributions by the Town of Hanover to community organizations. The Town endeavors to consider financial assistance requests from such Organizations in accordance with a fair and consistent process, as outlined in this Policy.

SCOPE

The policy applies to all requests for financial assistance by community organizations.

A. CATEGORIES FOR FUNDING

1. **Seed Funding:** Provides one-time start-up funding related to the development of a new community group.
2. **Special Event/Project Funding:** Provides funding to a specific project or event that is of a significant benefit to the Town of Hanover in terms of economic impacts and / or community enhancement.
3. **Emergency Assistance:** In exceptional circumstances, emergency funding will be considered for community organizations in distress.

B. ELIGIBILITY CRITERIA and GUIDELINES

An applicant organization must meet the following general criteria in order to be considered for a Financial Contribution.

1. All requests for financial contributions must be received by the Director of Corporate Services/Treasurer no later than January 31st in the year for which the funds are requested. (See Clause 4 exemptions).
2. Only one application per organization will be accepted for consideration each calendar year.
3. Financial contributions will be allocated as follows:

LEVEL OF FUNDING REQUESTED	INFORMATION REQUIRED and ELIGIBILITY PROOF REQUIRED
a) \$1,000.00 or less	1. Letter of Request in writing or Completion of Application Form.
b) \$1,001.00 to \$5,000.00	1. Completion of Application Form 2. Financial statement for the year immediately preceding the year funds are requested. 3. Proposed budget for the year funds are requested
c) Over \$5,000.00	1. Completion of Application Form 2. Most recent audited financial statement. 3. Financial statement for the year immediately preceding the current year 4. Proposed budget for the current year 5. Ten minute presentation to Council highlighting your organization's structure, services and reasons funding is required.

4. All requests for financial contributions received after January 31st must be received in the appropriate format (see 3 above) at least 30 business days in advance of the date the funds are required. Funds may only be available if the budget remaining is sufficient.
5. Grants are given only to registered not-for-profit or charitable organizations which make a unique contribution to the quality of life in our community.
6. Applications must meet one of the funding categories specified in Section A of this policy.
7. No grant will be made to groups from outside Hanover unless it can be shown that grant funds will be utilized in the Town and for the benefit of Hanover residents.
8. The event or activity for which funding is being sought must be located in Hanover, and/or provide benefits for our Hanover residents.
9. Organizations which provide a needed and worthwhile service which is proven to benefit the community and which would cost more if the municipality had to provide such a service will be considered favourably.
10. The organization must demonstrate that they have explored and/or are receiving other sources of financial support. Grants are intended to be supplementary to main sources of funding for organizations. The grant shall not be considered as the primary source of funding for the organization and/or the event.
11. No grant will be provided for programs or services which are a duplication of any existing program or service.
12. Submission of a grant application does not guarantee an organization will receive full or partial funding.
13. The application for financial assistance, in any given year, will not automatically be considered in future years. Applicant must re-submit grant application.
14. The Town of Hanover will not contribute to capital projects or outstanding deficits. In the event that a recommendation is made to provide funding for a program from which the Municipality is owed funds, the Municipality has the right to reduce the recommended grant amount by the amount of monies outstanding.
15. By submitting this application for financial contributions, the applicant acknowledges that, to the best of their knowledge, the information provided in this application is accurate and complete and endorsed by the organization they represent.

C. EXCLUSIONS

1. Individuals and businesses are not eligible to apply for the Financial Contributions to Organizations Program.
2. Unless special circumstances warrant, consideration will not be given to requests for grants from recreational sport groups nor will funds be used to sponsor an individual athlete or team for a competition or to subsidize participation in a sports event.

D. PROCEDURE

1. The Director of Corporate Services/Treasurer will review applications for completeness. Applicants may be required to provide additional information before the request for financial contributions is presented to Council.
2. Requests for financial contributions will be considered during annual budget deliberations or as required throughout the year in accordance with Section B (4).
3. Financial contributions granted to organizations shall be based on the amount of funds requested through the application process, plus the following factors:
 - 3.1.1. the requesting Organization's location (e.g. in Hanover, a surrounding municipality, within Grey County, etc.);
 - 3.1.2. the benefit of the Organization to the citizens of Hanover;
 - 3.1.3. how the funds will be used (e.g. entirely for Hanover residents, entirely for Hanover and surrounding area residents; or for some benefit to Hanover residents).
4. Organizations will be notified of the status of their financial request following a decision.
5. Upon budget approval, funds will be directed to the respective Organizations.

Financial Contributions to Organizations Application Form

GENERAL INFORMATION: (Please Print Clearly)

Organization Name: _____

Mailing Address: _____ Postal Code: _____

Contact Person: _____ Position: _____

Phone: (day) _____ (evening) _____ (email) _____

Brief Description of Services Offered by Your Organization:

Outline how the Hanover community benefits from your organization’s activities and / or who makes use of your services.

Officers for Current Year:

Position	Name	Phone
President		(home): (business): (email):
Secretary		(home): (business): (email):
Treasurer		(home): (business): (email):

