



Donation Policy

Purpose:

To set out the framework and application process for Council consideration of public requests for monetary and facility rental donations

Objectives:

1. Establish criteria that will allow Council to consider public requests for monetary donations and requests for facility rental relief in a transparent and equitable manner,
2. Ensure funds available for donations are determined annually as part of the budget process and that once the budget amount has been depleted, no additional requests will be considered,
3. Specify that any donations or relief provided are not regarded as a commitment for the Township to provide future funding.

Definitions:

Public: Service clubs, agencies, organizations, schools, sports organizations, groups sharing a common interest, residents

Donation: Monetary donation or relief of facility rental fees

Process:

- The completion of the Township of Asphodel-Norwood Donation Request Form (Schedule A) must be submitted to the Clerk in advance of the event for inclusion in the Council agenda.
- Council shall review the request utilizing the criteria set out below and approve or deny the request by resolution of Council.
- If approved, the Council resolution shall stipulate the amount of the donation which may be less than the requested amount.

- Funds are determined annually as part of the budget process and once the budget amount has been depleted, no additional requests will be considered.
- Requests are considered on a first come, first serve basis.
- Council reserves the right to request additional information prior to making a decision
- Township staff or Members of Council may bring forward situations of exceptional circumstance or emergencies for Council consideration.
- The decision of Council will be forwarded to the applicant in writing.

Criteria for Consideration:

1. A request must show that they involve volunteers and offer programs which address identifiable needs in the community or which bestow benefit to the general community and/or residents of the Township of Asphodel-Norwood.
2. A request must demonstrate a clear need for the funds being requested in order to enable the organization to provide a specific program or initiative.
3. To recognize the value of the volunteers and organizations whose programs promote wellbeing and enhance the quality of life in this community.
4. Recognizes or contributes to programs involving children, youth and seniors.
5. Supports the education, health and well-being of the community and its citizens
6. Emergency circumstances of overwhelming magnitude.

General Provisions:

- Donations provided by the Township are not to be regarded as a commitment by the Township to continue such donations in the future.

Schedule "A"

Township of Asphodel-Norwood

Donation Request Application

1. Group Name: _____
2. Mailing Address: _____

3. Contact Name: _____
4. Contact Phone: _____
5. Contact Email: _____
6. Mission Statement or Purpose of your Group: _____

7. Monetary Donation (Answer questions 8-9) **OR** Relief of Facility Rental Fees
(answer questions 10-14)
8. Amount Requested: _____
9. What are these funds to be used for: _____

10. Facility Name: _____
11. Date(s) of Event: _____
12. Time(s) of Event: _____
13. Name of Event: _____

Township of Asphodel-Norwood

Donation Request Application

14. Description of the Event: _____

15. What benefits will be provided to the community? _____

Office Use

Total Facility Rental Fees Requested: _____

Total Facility Rental Fees Waived: _____