

# THE CORPORATION OF THE TOWN OF ERIN

## POLICY

### REQUESTS FOR FINANCIAL ASSISTANCE

#### **SCOPE:**

This policy sets out the Town's position with respect to establishing a guideline to provide financial assistance to not-for-profit organizations by means of a grant.

#### **GUIDELINES:**

The Town of Erin seeks to support non-profit, charitable, and youth organizations, by providing limited financial support to groups offering community programs and services.

#### **General Funding Requests**

1. Funding requests are to be submitted to the Treasurer by January 31 in the year for which the funds are requested.
2. Applications are to be on a form prescribed by the Town of Erin, and meet the following criteria in order to be considered for a grant:
  - Application must be submitted to the Treasurer by the specified date and time printed in the application page;
  - The grant application form must be completed in full, with all requested information attached;
  - The applicant must be operating as a not-for-profit organization.
  - The applicant must have a formal organizational structure (i.e. a Board of Directors, Committee Structure, or a structure similar in nature); and
  - The applicant must providing services, products, etc. that are benefiting the Town of Erin and its residents.
3. The Treasurer will review the application for completeness. Applicants will be asked to provide any missing information, which must be received by the Treasurer before the application is presented to Council.
4. Applications meeting the eligibility criteria will be submitted for Council's consideration during operating budget deliberations.
5. The total funding available for allocation to organizations in a given year shall be in accordance with the amount approved by Council in the Annual budget. Once the budget has been approved, no further applications will be considered for that year.

6. Upon approval of the budget, the Treasurer will allocate funds as directed.

**Waiving of user fees at municipal facilities**

7. The Town of Erin's user fees provide reduced rates for non-profit, community and youth organizations therefore rental fees for the Town's facilities will not be waived.

**Participation in fund-raising events**

8. If an employee wishes to participate in an event that takes place during that employee's working hours, the employee will be required to make up the time they are absent or take vacation time.

***Passed at the April 17, 2012 Council Meeting***