



Corporate Policy

Requests for Financial Assistance Policy

Department: Corporate Services

Approved by Council:
Resolution No.
By-Law No.

1. Policy Statement

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

The Town of Orangeville also seeks to encourage and support individual amateurs, non – profit/amateur teams or groups in competitions or cultural events at an amateur level provincially, nationally or internationally where such participation brings honour and recognition to the Town of Orangeville.

This financial support should complement other revenue-generated activities initiated by the group.

2. Purpose

This policy sets out the Town's position with respect to requests for financial assistance, invitations to participate in fund-raising events, and/or the waiving of fees for municipal facilities by or for the benefit of non-profit organizations.

3. Definitions

None.

4. Scope

This policy applies to non-profit, charitable and youth organizations.

5. Policy

Guidelines:

General Funding Requests

1. Funding requests are to be submitted to the Treasurer in the year for which the funds are requested.
2. Applications are to be on a form prescribed by the Town of Orangeville, and are to be accompanied by the organization's financial statement for the year immediately preceding the year in which the request is made, and a proposed budget for the year for which the funds are requested.
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 following eligibility criteria will be submitted for Council's consideration during operating budget deliberations.
5. Council will determine the amount, if any, granted to the organization.
6. Upon approval of the budget, the Treasurer will allocate funds as directed.
7. Organizations may only request financial assistance once each calendar year.

Eligibility

To be eligible for funding, organizations must satisfy the following criteria:

- There must be a demonstrable or potential social, economic or other benefit to the Town of Orangeville, its citizens and taxpayers.
- It must be in keeping with any stated goals and objectives that have been set or endorsed by Town Council.
- The organization must focus the application on the benefits/outcomes to the Orangeville community.
- Organizations submitting that have previously received funding must be able to demonstrate a record of providing value to the community for funding received.
- The services provided are to be available to citizens in the community on an equal basis, even though they may be confined to a limited segment of the community.
- The organization submitting the request must have a track record of providing value to the community for funding received.

- The organization must demonstrate a reasonable effort to raise funds from sources other than the Town of Orangeville.
- Are funds being received or requested from other levels of government i.e. the County of Dufferin, Provincial or Federal?

Multi-year Grants

Multi-year grants are for community organizations requiring predictable funding over longer periods of time.

1. During step 5 of the general funding requests process, Council will determine if the community organization is eligible for a multi-year grant.
2. Multi-year grants expire at the completion of the current Council term, regardless of the year that it is approved.
3. Community organizations approved for a multi-year grant, do not have to submit an annual application for the duration of the grant term.

Waiving of user fees at municipal facilities

1. The Town of Orangeville'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.

Sponsorship of fund-raising events

Although the Town may contribute financially to specific fundraising events held by community organizations, they are not to be listed as a sponsor of the fundraising event.

Sports and Cultural Events Funding

1. Applications for sports and cultural events funding are to be on a form prescribed by the Town of Orangeville. All information or documentation requested on the application must be submitted with the application and may include, but is not limited to the following:
 - Description of the event
 - Date and location of the event
 - Estimated cost of participation (by team or by individual, as applicable)
 - Summary of fund-raising activities for this event
 - Summary of accomplishments to date, leading up to this event (by team or individual, as applicable)

2. Applications for sports and cultural events funding shall be submitted to the Clerk, who will review the application for completeness.
3. The Clerk will decide on the application and direct the Treasurer to issue a cheque or contact the applicant advising the reason for denying the application. The Clerk will endeavour to respond to applications within two weeks of receipt, provided the applications are deemed to be completed.
4. The total funding available for allocation to individuals and/or groups in a given year shall be in accordance with the amount approved by Council in the annual budget. Once the budget has been expended, no further applications will be considered for that year.
5. Funding will be allocated according to the following categories:

	Provincial	National	International
Individual	\$100	\$150	\$250
Team	\$400	\$600	\$1000
6. Funding will be limited to a maximum of 50% of the total cost of an individual's or group's estimated expenses.
7. The funding allocation for any one event shall not exceed \$1,000.
8. If an application has been made on behalf of a team or cultural group for a particular event, then applications from individual participants will not be eligible and vice versa.

Eligibility

For the purposes of this section, "team" means a group of no less than four members.

- The applicants must be participating in a provincial, national or international competition or cultural event.
- An individual applicant must reside in the Town of Orangeville; the team or cultural organization applying for funding must be based in the Town of Orangeville.
- The organization must be non-profit
- The individual or team must be amateur and competing/participating in an amateur competition or event
- Funding will not be allocated to a request received after an event has taken place