



**Community Grants and Donations
Policy
Corporation of the Village
of Merrickville-Wolford
2014**

PURPOSE:

To establish a set of criteria in the form of a municipal policy for the awarding of Community Grants and Donations from the annual budget when funds are available for distribution.

OBJECTIVE:

To provide a framework for the disbursement of grants and donations to groups/events from the municipal budget.

INTENT:

The intent of this policy is to:

- Foster a strong sense of community by acknowledging the contributions of local groups, and events to the Village of Merrickville-Wolford in the form of a municipal donation or grant.
- Provide direction to groups on the criteria which will be applied to requests for funding so each request is treated in an equitable manner.
- Provide start-up/seed funds to local initiatives with the understanding the initiatives will become self-funding in future years.

SCOPE:

The Community Grants and Donations Policy is applicable to the Council of the Corporation of the Village of Merrickville-Wolford.

CRITERIA:

1. The group requesting the grant must be from the municipality and must declare that the funds are for not for profit purpose.
2. The request:
 - is only valid for the current fiscal year.
 - must be submitted by March 31 of that budget year.
 - must specify what direct economic benefit or boost to the profile of the community the grant will bring.
3. Groups which have received financial assistance from the municipality in the past shall provide a financial report of the previous event with a new request.
4. A year-end report detailing how municipal funds were expended will be provided to the municipality. Failure to provide this report will result in the next funding request being denied.
5. If for unforeseen reasons the event is cancelled or postponed the funds shall be returned to the municipality.

6. All grants will be assessed in terms of: need, cost effectiveness, contribution to the Arts, Culture, Heritage, Sports, Special Community Events and Civic services.

PROCESS:

1. Requests shall be addressed to the municipality and made in writing as per the criteria above.
2. Administrative staff will review all requests and ensure all necessary information is provided prior to the submission of the request for the consideration of Council.
3. Council will determine funding levels.
4. Those submissions reviewed by Council will be contacted in writing by the Clerk's office outlining the results of the review and will include information on reporting requirements if applicable.

EXCEPTIONS:

Council may cease implementing this policy at its discretion.