

Section: <b>Administration</b>	Policy Number: <b>3.1</b>
Policy: <b>Financial Donations</b>	Effective Date: <b>08/03/2005</b>
Date Last Revised: <b>11/19/2008</b>	Current Revision Date: <b>06/18/2013</b>



## **Town of Minto Donation Policy**

### **Preamble**

The Town of Minto's Donation Policy sets out the process that must be followed by citizens, service clubs, not-for-profit groups, charitable and sports organizations. Requests by individuals and organizations for Cash Donations and for Donation of Facilities should meet the following criteria:

- The applicant should be providing services or products that benefit the Town of Minto and its residents
- The grant application should be submitted to the Treasurer by the specified date and time as printed on the application page
- The grant application form should be completed in full, with all requested information attached
- If an organization, the applicant should be operating as not-for-profit
- If an organization, the applicant should have a formal organizational structure (i.e. a Board of Directors, Committee structure, or a structure similar in nature)
- The applicant should be prepared to report to Council concerning their activities and use of the grant upon request

### **Requests for Cash Donations**

Any donations for more than three hundred dollars (\$300.00) will be reviewed by the Finance & Personnel Committee. Any donations for less than three hundred dollars (\$300.00) will be reviewed by the Municipal Treasurer. An applicant must meet the aforementioned criteria in order to be considered for a cash donation.

Youth and youth organizations are eligible to apply for a cash donation to assist with costs associated with representing the Town of Minto at provincial, federal or international tournaments or competitions if they qualify attend and apply in the amount of three hundred dollars (\$300.00). Promotional items (i.e. pins, hats, pens) can be donated by the Town of Minto in lieu of a cash donation. Promotional items can also be purchased by these organizations from the Town of Minto at cost.

Emergency Relief events are eligible for a cash donation if the proceeds are benefiting members of the community who have experienced house fires, barn fires, business fires, personal illness or injury or other extenuating circumstances.

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Organizations that are exempt from the formal application process for cash donations include all Agricultural and Horticultural societies within the Town of Minto. Exempted organizations must attend Council annually to present a report on their activities. Cash Donation application forms can be found online at [www.town.minto.on.ca](http://www.town.minto.on.ca) under Government, By-Laws. Cash donations of any amount will not be available once the budgeted annual amount approved by Council for cash donations has been reached.

### **Service Club Licensed Events Cash Donations**

Service Clubs and other pre-approved groups will receive a 25% Town of Minto grant. Other groups that are not on the list may apply to the Finance and Personnel Committee 60 days prior to their event, if approved, will receive a 25% Town of Minto grant. The total bar sales dollar value will be used to determine the 25% grant.

The Town of Minto will supply one bar staff supervisor and the Service Club must supply the additional smart served trained bar support staff at a rate of one per hundred based on the number of people attending their event.

### **Requests for Donation of Facilities**

Request for Donation of Facilities requests will be reviewed by the Town of Minto's Parks & Recreation Advisory Committee and have been categorized into three aspects:

- Revenue Generating
- Community Service
- Emergency Relief

The following criteria will generally apply:

#### *Revenue Generating*

Revenue generating events shall be subject to the Council approved and annually established, Recreation Charges & Fees Schedule less a discount of one hundred dollars (\$100.00) off the entire rental fee. This will serve as the Town of Minto's contribution to the event. Revenue Generating shall mean any admission, entry fee, product sales, sponsorships, gifts in kind or a fundraising initiative, regardless of the nature of the event, purpose or worthiness of the cause for which the event is being hosted. Organizations that receive any other form of donation (i.e. cash) for this event will not be eligible for this discount.

#### *Community Service*

Community Service events that generate zero revenue may be eligible for a full donation of Town of Minto facilities.

#### *Emergency Relief*

Emergency Relief events are eligible for the waiving of facility fees if the proceeds are benefiting members of the community who have experienced house fires, barn fires, business fires, personal illness or injury or other extenuating circumstances.

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Any application for a facility credit of more than five hundred dollars (\$500.00) will be reviewed by P.R.A.C. who will in turn make a recommendation to Council.

Facility Donation application forms can be found online at [www.town.minto.on.ca](http://www.town.minto.on.ca) under Government, By-Laws. Facility donations of any amount will cease once the budgeted annual amount approved by Council has been reached.



# Corporation of the Town of Minto

## Grant Application Form

### **Applicant Information:**

Applicant: \_\_\_\_\_  
(Name of person, organization, company or ad hoc group)

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

### **Organization / Project Detailed Description:**

Please provide details of the organization or project's anticipated use of grant proceeds (if successful). Include the impact the organization/project has on the Town of Minto and its residents as well as the greater benefit to society as a whole.

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### **Budget and Financial Information:**

Attach to this application a copy of your operating budget and recent financial reports for the organization / project. Have available upon request a letter of reference.

Please note other fundraising efforts and/or anticipated funding sources to be used toward the project applied for.

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Please return this form to:

Gordon Duff, Treasurer  
Town of Minto  
5941 Hwy #89, R.R. #1  
Harriston, ON, N0G 1Z0  
Tel: (519) 338-2511  
Fax: (519) 338-2005  
Email: [gordon@town.minto.on.ca](mailto:gordon@town.minto.on.ca)