



## Township of Madawaska Valley



### Madawaska Valley 150 Celebration Community Grant

The Township of Madawaska Valley is pleased to present a community granting fund to help support events celebrating Canada's 150<sup>th</sup> anniversary for 2017. The Township recognizes the numerous benefits and the value contributions provided through registered charitable and not-for-profit groups/organizations. The purpose of this grant is to help the groups celebrate the cultural, recreational and social well-being of the community and our country. Proving grant funding demonstrates Council's commitment in assisting these bodies in their community efforts.

In order to ensure the consistent, fair and equitable treatment of all Madawaska Valley 150 requests, this guideline had been developed to establish eligibility criteria and guidelines to administer such solicitations. All requests for funding must be made through the application process as outlined in this document. Individual departments or employees have no authority to approve/grant funding requests.

#### **Purpose**

The purpose of this document is:

1. To establish funding criteria and application process for requests for financial assistance to assist with hosting a program or event within the Township of Madawaska Valley to help celebrate Canada's 150<sup>th</sup> anniversary.
2. To provide Council and Staff with clarity when considering and responding to funding requests.
3. To provide an accessible and equitable process for organizations seeking funding for Canada 150 celebration from the Township.
4. To provide an open, consistent and transparent decision-making process for funding request from the Township.
5. To provide a standard process that provides for a meaningful review and comparison of requests for donation.
6. To allow for the impartial and unbiased distribution of Township funding.

#### **Eligibility**

Council recognizes that events and programs hosted to celebrate Canada's 150<sup>th</sup> anniversary will benefit the Township as a whole. Although there is no guarantee that a particular funding request will be approved, generally the Township will consider request for events and programs that:

- Promotes and encourages the welfare of the community;
- Promotes and encourages the health of the people and the community;
- Promotes and encourages education for people within the community;
- Promotes and encourages advancement of the community; and
- Promotes and encourages the cultural, heritage, recreational, social and environmental well-being of the community.

Contributions will not be made for activities or events, that promotes or encourages discrimination, incites hatred towards any particular group; or are religious/political in nature; which are contrary to the established policies of the Township or that are deemed to be unlawful.

### **Criteria**

1. To be considered eligible for donation, a charitable/non-for profit group/organization must:

- Submit a completed application to the Township of Madawaska Valley and have it date stamped prior to May 19, 2017 by 4:00 p.m.
- Be based within or affiliated with the Township of Madawaska Valley.
- Agree to acknowledge Township's contribution in all publicity/promotion relating to the event or activity to which the donation applies.
- Not profit or benefit a specific individual or business. In the event of an extraordinary circumstance and a rare instance, Council reserves the right to consider a funding request which is contrary to this document.

2. All requests for funding must be submitted to the Recreation and Community Development Coordinator by May 19, 2017 by 4:00 p.m. All requests must be filled out on the "Madawaska Valley 150 Funding Application" attached as Appendix "A". If felt necessary additional details may be submitted in writing along with the application form.

3. All applications must demonstrate the need for the specific request.

4. All requests will be assessed based on the availability of the requested resource, potential financial impact to the Township contribution to the well-being of members of the community, recognition of a worthwhile program/cause and overall community impact.

5. The Funding Policy is not intended to be the sole source of funding. The applicant must demonstrate a reasonable effort to raise funds from sources other than the Township of Madawaska Valley.

6. The Council reserves the right to limit the amount and number of funding requests made to a particular organization.

7. Council shall allocate an amount for funding purposes within the municipal budget. The amount of funds shall be distributed base upon the evaluation of the requests received by the deadline. Council reserves the right to increase or decrease the allotment assigned and their discretion may allocate additional monies for donation purposes.
8. Council at its discretion may or may not grant a funding request if there are a number of events relating to the same program or event.
9. Funding released by the Township shall not be regarded as a commitment for continued support in the future.
10. No funding request will be granted unless specially authorized by Council in the form of a resolution for support or as otherwise authorized by this policy.
11. In making funding available, the Township reserves the right to impose any conditions and restrictions that it deems fit.
12. Any decision made regarding the funding or refusal of funding is final.
13. Nothing prohibits Council from considering financial assistant outside the scope of this document.

### **Application Review Process**

1. Late or incomplete applications for funding requests will not be forwarded for consideration.
2. Applications may be permitted to appear before the Council as a delegation to discuss their particular donation.
3. Upon the closing date of the application, Council will review the submitted funding requests and determine how funding is divided.
4. Upon selecting all funding recipients, Council will pass resolutions accepting the approved funding requests to ensure accuracy and proper records.

### **Notification/Announcements**

1. Applications that do not qualify or which have been rejected shall be notified by phone or writing.
2. Recipients' names and amounts shall be reported to the Council and publicised on the Municipal Website. This information may also be advertised in the local media.
3. Approved applicants will receive notification in writing and a phone call confirming their funding approval.

4. Recipients agree to publically acknowledge the Township's contribution relating to the event or activity to which the funding request applies.



Appendix "A"

Township of Madawaska Valley



Madawaska Valley 150 Celebration Community Grant Application Form

<b>Applicant/Organization</b>	
<b>Date of Event or Program</b>	
<b>Name of Organization</b>	
<b>Address</b>	
<b>Contact Person</b>	
<b>Telephone</b>	
<b>Email</b>	

<b>Funding Details</b>	
Funding Request \$ Amount	\$ _____
<p>Details on how the funding will be utilized and describe the community benefit that will be derived from it including number of members of the public that will be participating in the event or program.</p>	

<b>Information Regarding Your Group/Organization</b>		
Is your group/organization based in the Township of Madawaska Valley (please circle one)	<b>Yes</b>	<b>No</b>
Is your group/organization Incorporated as a Charity or Not-For-Profit?	<b>Yes</b>	<b>No</b>
If Yes, provide registration/charity #		
Describe in broad terms the principle objective of your group/organization.		
What services or activities does your group/organization provide to members of the Township of Madawaska Valley Community		
What other sources of funding has your organization identified for your proposed program or event		
Provide additional information which could assist Council in their decision making regarding your request.		
How does your group/organization plan to acknowledge the Township of Madawaska Valley donation?		

<b>Applicants Signature</b>	<b>Date</b>



For Office Use: Date funding application was received:



(Date stamp on line provided)