



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.

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 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.

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.

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 under Government, By-Laws. Facility donations of any amount will cease once the budgeted annual amount approved by Council has been reached.

Groups and organizations that have been receiving ongoing facility credits and do not fall under the Community Service or Emergency Relief aspect will be phased into the Revenue Generating aspect by only paying the daily rental fee of one hundred dollars per facility in the year following their last complete facility credit.