

Municipality of WestLake-Gladstone

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Grants and Donations No. 2018-02

Adopted By:	Date Adopted:	Reviewed by Council:	Amended:
Resolution No. 15	March 20, 2018		

Policy Statement

The Municipality of WestLake-Gladstone recognizes the benefits from service groups, organizations, volunteers, and events within the Municipality, by promoting and improving upon the cultural, social, recreational, and economic well-being of the community. It is for this reason that the Municipality is committed to treating all requests for contributions in a consistent, fair and equitable manner subject to local needs, priorities, and Council's approved budget.

Purpose

The purpose of this policy is:

- To establish funding criteria and application procedures for requests for financial assistance from groups and organizations in the Municipality of WestLake-Gladstone;
- To provide Council and Staff with clear direction in considering and responding to requests for assistance;
- To secure an open and transparent decision-making process for requests for donations from Council;
- To provide an accessible and equitable process for groups and organizations seeking donations from Council.
- To provide a process which allows Council to conduct a meaningful comparison of requests for donations.
- To provide a process which allows the Council to maintain a more equitable distribution of Council donations.

- To enhance Council's appreciation and understanding of community groups operating in the Municipality of WestLake-Gladstone.

Policy

It is the policy of the Municipality that Council will administer the Grants and Donations Program, and to consider requests to the regulations and criteria as set out in Appendix A attached to this Policy. Council recognizes that many groups and organizations conduct events and provide programs that benefit the community. Generally, Council will consider requests for events and programs that:

- Promote the welfare of the community;
- Promote the health of the people and the community;
- Promote the education and training for people within the community;
- Promote the economic advancement of the community; or
- Promote the cultural, heritage, social, or environmental wellbeing of the community.

Contributions will not be made for the following purposes:

- Discriminatory activities or events, or those that would incite hatred towards any group;
- Activities that are contrary to the policies of the Municipality; or
- Activities which are deemed to be unlawful.

While Council will consider requests for contribution, there is no guarantee that a request will be approved.

FINANCIAL ASSISTANCE

Includes requests for monetary contribution as well as municipally owned resources outlined as follows: Municipally owned resources eligible for donation/grants include:

- Use of a municipally owned facility (rental fee waived/reduced)
- Municipal staff support (expertise) for an event (wages waived/reduced)
- Use of municipally owned equipment (rental fee waived/reduced)
- Use of municipally owned materials (rental fee waived/reduced)

GUIDELINES

1. All requests for donations/grants should be directed in writing to the Council of the Municipality of WestLake-Gladstone, through the completion of the Financial Assistance Program Application, attached as Appendix 'A'.
2. All requests will be assessed based on availability of the requested resource(s), potential financial impact to the municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact.
3. Organizations and/or charities whose primary focus is not within the municipality shall not be considered for a municipal donation or grant.
4. The Financial Assistance Program 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 Municipality of WestLake-Gladstone.
5. Donations/grants made by the municipality are not to be regarded as a commitment by the municipality to continue such donations/grants in the future.
6. No donation or grant will be considered unless specifically authorized by Council in the form of a resolution of support.
7. In making donations/grants, the municipality may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding donations/grants are final.
8. Application forms are available on the website at www.westlake-gladstone.ca or by calling the Municipal Office at 204.385.2332.

ELIGIBILITY

1. Applicants must demonstrate the need for the specific request. Each request must identify a specific defined benefit and outcome. Each request must contain the date, hours, and requested municipal resource.
2. Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations – individuals are not eligible. Applicants must provide the Municipality a current bank statement, to indicate the level of financial need.
3. The municipality reserves the right to limit the number of donations/grants made to a particular organization in any given year. Each organization may only receive one grant, per year.

NOTIFICATION/ANNOUNCEMENTS

1. All applicants will be notified whether their application was funded or rejected, and the notification shall be accompanied by any reason for the application's rejection.
2. Recipient's names and amounts donated shall be publicized on a quarterly basis on the Municipal Website. Recipients and amounts may also be advertised in the media.

REQUESTS FOR ASSISTANCE OUTSIDE SCOPE OF POLICY

Nothing in this policy prohibits Council from considering financial assistance, or in kind support outside the scope of this policy. Council will consider each case on its merits and any assistance provided will be without precedent.

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APPLICATION CHECKLIST

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED. PLEASE ENSURE YOUR APPLICATION INCLUDES ALL OF THE FOLLOWING:

- Application Form completed, signed and dated
- Organizing Committee phone number
- Current Year Budget
- Most Recent Financial Statement
- Most Recent Bank Statement

NOTE: Remember to keep a copy of your application and all attachments for your records.

PLEASE BE CONCISE! - Use only the space provided - Keep your answers brief - Do not include information other than that requested

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SECTION I

1. APPLICATION ELIGIBILITY

The eligibility portion completed by the Applicant will be kept on file with the Municipality of WestLake-Gladstone.

A. NAME OF THE ORGANIZATION: _____

B. PRIMARY CONTACT: _____

Organizing Committee including phone Number:

NAME	Phone Number & E-mail

C. FULL ADDRESS OF ORGANIZATION:

Street/Box /Town /Province/ Postal Code

D. TYPE OF ORGANIZATION:

ARTS/CULTURE RECREATION/SPORTS EVENT OTHER-SPECIFY BELOW:

E. IS THE ORGANIZATION REGISTERED WITH REVENUE CANADA AS A CHARITY?

YES NO

registration date and number:

F. IS THE ORGANIZATION INCORPORATED AS A NON-PROFIT ORGANIZATION

YES NO

registration date and number:

G. DESCRIBE WHO YOUR ORGANIZATION SERVES, I.E. WHO IS YOUR ORGANIZATION'S AUDIENCE:

SECTION II

2. FUNDING DETAILS:

A. AMOUNT OF GRANT, OR MUNICIPAL SERVICES REQUESTED: _____

B. BRIEFLY DESCRIBE YOUR PROJECT/EVENT:

C. HOW WILL YOUR ORGANIZATION SPEND THE MUNICIPAL FUNDING: How will the grant assist your organization?

D. WHAT GOALS DO YOU WISH TO ACHIEVE WITH YOUR PROJECT/EVENT?

E. BRIEFLY DESCRIBE YOUR ORGANIZATION'S FUNDRAISING ACTIVITES FOR THIS YEAR, AND FOR THE PAST YEAR:

We, the undersigned, declare that all information provided in, and within this statement, is factual and correct.

Print Name of Primary Contact

Signature of Primary Contact

Date

Date Received by the Municipality: _____

Date Reviewed by Council: _____

Council's Decision: _____