



# Township of Wellesley

<b>Subject:</b> <b>Corporate Donation Policy</b>	<b>Date of Last Approved Revision:</b> November 2016
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**Policy Statement:** The Township of Wellesley recognizes the numerous benefits of various groups, organizations, volunteers and events that contribute to promoting and improving the cultural, recreational, social and economic well-being of the community.

**Title:**

Township of Wellesley Corporate Donation Policy

**Purpose:**

This policy has been developed to assist the Township of Wellesley Council in setting and administering its annual budget, as well as providing guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council during the preparation of the annual budget.

**Objective:**

1. To provide clear procedures for staff when responding to requests for donations.
2. To establish funding criteria and application procedures for requests from individuals, organizations, volunteers and groups.
3. To provide an accessible and equitable process for individuals, organizations, volunteers and groups.
4. To provide an open/transparent decision-making process for donation requests to the Township of Wellesley.

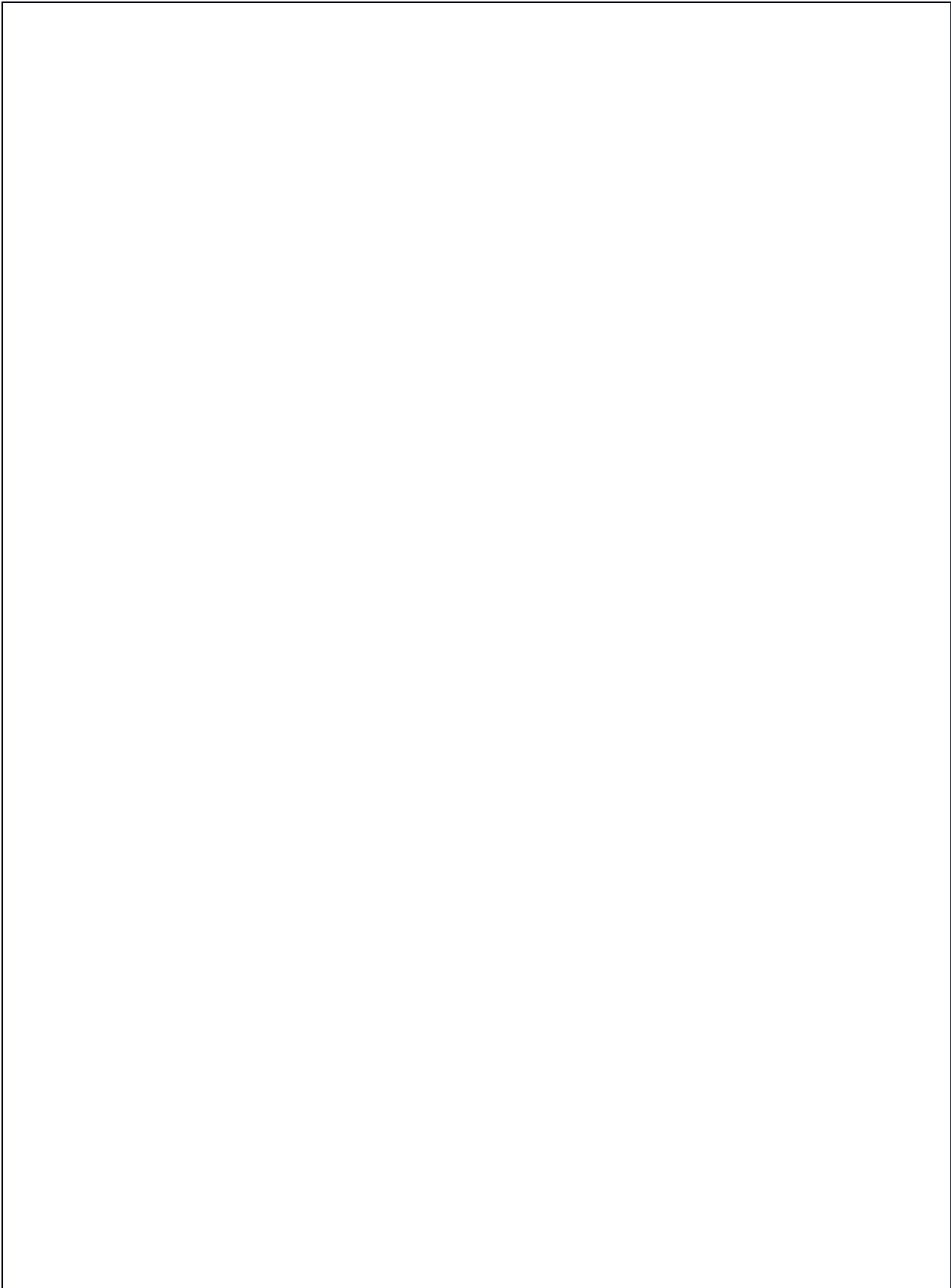
**General Criteria:**

1. Council will give priority consideration to donation applications from local or Region-wide organizations or individuals that are deemed by Council to be a provider of a service, program, or event that is essential to the health, safety or welfare of residents of the Township of Wellesley.
2. An organization or individual seeking assistance must ensure its significance to the Township is clearly explained in the application for assistance. An organization is significant to the Township, if, in the opinion of the Council, it meets an identifiable and quantifiable need in the Township.
3. The Township will not fund organizations that duplicate services provided by another agency, by the Township itself or by another area municipality.
4. The Township will not provide donations to organizations that, in turn, give grants.
5. An organization must demonstrate its need for Township funding and must show that it has sought funding from other sources of revenue, such as fundraising, user fees depending on the ability of clients or participants to contribute, etc.

- 6.** Applications will only be received from organizations with an elected executive of volunteers and one of the following documents: Constitution; Mission Statement; Statement of Purpose. The elected executive must take responsibility for the receipt and disbursement of funds. Applications for Travel Assistance donations, Special Events and Special Assistance Grants are exempt from this provision.
- 7.** Council will not, under normal circumstances, consider a donation to replace financial support that an organization previously received from another funding body.
- 8.** The acceptance of a donation from Council obligates the receiving organization to allow any citizen of the Township of Wellesley to participate in the funded activity.
- 9.** Council may make case-by-case decisions for disaster relief in other communities.
- 10.** Council reserves the right to limit the amount and number of donations made to a particular organization/group.
- 11.** Council, at its discretion, may or may not grant a donation request for a single event or number of events relating to the same cause.
- 12.** Donations made by the Township shall not be regarded as a commitment for continued support in the future.
- 13.** Council is not obligated to fund an organization because it has met all of the conditions for donation approval.
- 14.** Donations are made available within budgetary constraints in accordance with priorities determined by the Council of the Township of Wellesley.
- 15.** No donations will be granted unless specifically authorized by Council in the form of a resolution for support.
- 16.** The applicant should be prepared to attend a scheduled Council Meeting to address their donation request.
- 17.** Applicants agree to acknowledge Council's contribution in all publicity for the events or activity to which the donation applies.
- 18.** Any donation funding approved by the Township must be used for the purposes stated in the organization's application, unless prior approval to change the purpose of the donation is given by Council. Successful applicants may be required to submit a year-end accounting of all donation dollars received from the Township.
- 19.** To be considered for a donation from the Township of Wellesley, an organization must:
  - a)** Be in good financial standing with the Township of Wellesley.
  - b)** Be a registered charity or a non-profit organization.
  - c)** Be open for use by residents of the Township of Wellesley.
  - d)** Rely significantly on the use of volunteer support, and
  - e)** Be inclusive of residents with disabilities. The Township will not normally fund any program, event or service that is inaccessible to a person with a disability.
- 20.** Council is the approval body for donations. Applications are approved as a component of the Township's annual budget approval process. The annual deadline for submission of a donation application is November 1<sup>st</sup> and must be filed using Appendix "A" of this policy, attached hereto.
- 21.** Individuals are not eligible to apply for funding in this manner.

### **Individual or Youth Criteria:**

- 22.** For Travel Assistance for Youth 18 Years old or younger, the youth or their parent/guardian may apply to the Township for assistance with paying for expenses associated with travelling to minor sports championships, cultural activities (i.e. choir, dance), educational competitions and other events.
- a)** The Township will not fund more than \$500 for any one travel assistance request.
  - b)** The event must be a recognized provincial, national, or international championship, sanctioned by a provincial, national or international governing body.
  - c)** Financial assistance will only be provided to non-profit minor sports teams that have a constitution and an executive elected by the membership in place.
  - d)** The event must be a recognized competition and must not be individual in nature. Individuals or teams must have qualified to compete in the championship.
  - e)** Applicants for assistance must be residents of the Township of Wellesley and 18 years old or younger.
  - f)** Teams applying for assistance must be based in the Township of Wellesley. Township of Wellesley residents that are participants of a team elsewhere in the Region of Waterloo should apply as an individual.
  - g)** Assistance will only be available where travel to the event exceeds 500 kilometres one way.
  - h)** An individual or team member will be eligible for one application per calendar year.
  - i)** The individual or group must show an indication that other fundraising efforts have successfully been made.
  - j)** Following the event, recipients of travel assistance, will send a copy of the official results of the tournament/event from the host governing body to the Municipal Clerk within thirty (30) days of the completion of the competition/event for which the assistance was issued.





# Township of Wellesley

## APPENDIX "A"

To

### The Township of Wellesley Corporate Donation Policy

(Please complete and return to the Finance Department)  
Township of Wellesley, 4639 Lobsinger Line, RR#1 St. Clements, ON N0B 2M0

#### Applicant Information:

Name of Individual/Organization or group: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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

Previous Donation Recipient? Yes                  No

#### Details of Donation:

Amount Requested: \$ \_\_\_\_\_ Date of Request: \_\_\_\_\_

Purpose for which the donation would be used (if approved). Give details of project, event description, time frame, community benefits:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### For Office Use Only:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

*Note:* Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the sole purpose of determining eligibility for donations. Questions about the collection should be directed to the Clerk/Freedom of Information Coordinator. The Corporation of the Township of Wellesley, 4639 Lobsinger Line, RR#1 St. Clements, Ontario N0B 2M0