

Department/Section Coverage <b>Council</b>		Policy Number <b>COU-010</b>	
Subject  <b>Community Donations Policy</b>		Category <b>Council</b>	
		Motion # / By-law # <b>2025-75</b>	
		Review Period <b>4 Years</b>	
Date Amended NEW	Amending Motion # Not Applicable		Section(s) Amended Not Applicable

**Purpose:**

The Municipality of Centre Hastings (the “Municipality”) recognizes the valuable contributions made by community organizations and volunteer groups to provide programs, services, and events which enhance the well-being of the community and the quality of life for its residents and visitors. The purpose of the Community Donations Policy is to assist in the receiving, evaluating, and provision of one-time modest financial assistance/grants to organizations and non-profit groups or associations in a consistent manner and establish parameters for community requests for in-kind contributions and/or subsidies to optimize limited municipal resources.

**Policy Statement(s):**

The following requirements must be adhered to:

- The Community Donations Policy shall be utilized for any of the following activities:
  - One-time start-up funding for a new community event or festival;
  - Funding for an established community event or festival;
  - Funding towards partnerships between the Municipality and organizations;
  - Funding to maintain and/or operate private structures or property that are used to benefit the community as a whole; or
  - Funding to support federal and provincial government grant application requirements.

**Guiding Principles:**

This policy applies to all requests for community donations made to the Municipality by non-profit organizations, community groups, or associations that serve the public interest within the municipal boundaries, or at a Municipality owned or operated facility in another municipal jurisdiction.

**Annual Fund Allocation:**

- An annual total of \$10,000 shall be allocated in the Municipal Budget for community donations. This amount may be distributed through:
  - Cash Donations (financial grants), **and/or**
  - In-Kind Donations (e.g., municipal facility rental fee waivers, equipment use, or staff time)

**Eligibility Criteria:**

- To be eligible for funding, applicants must meet the following criteria:
  - Be a local non-profit organization, community group, or volunteer organization;
  - Be located in or deliver the service or event within the Municipality of Centre Hastings (or at a Municipality owned or operated facility);
  - Demonstrate how the donation will benefit the broader community;
  - Be in good financial standing with the Municipality (i.e., no outstanding debts or infractions);
  - Submit a completed application prior to the stated deadline
- Ineligible applicants include:
  - Individuals;
  - Registered charitable organizations;
  - For-profit businesses;
  - Political or religious organizations;
  - Organizations with discriminatory policies or practices

**Conflict of Interest:**

- Applicants must disclose any real, potential, or perceived conflict of interest. A conflict exists where an applicant, board member, or project leader has a personal, financial, or family relationship with a Member of Council or municipal staff.
- Members of Council shall refrain from participating in or voting on donation requests involving organizations with which they have a personal, fiduciary, or volunteer affiliation.
- Failure to disclose conflicts may result in ineligibility for current and future funding.

**Eligible Expenses:**

- Donations may be provided to support:
  - Community events, festivals, and celebrations;
  - Programs that promote social well-being, health, recreation, culture, or environmental sustainability;
  - Small equipment directly related to service delivery;
  - Facility rental or permit fee waivers for municipal-owned/operated spaces.
- Donations shall not be used for:
  - Core operational/primary funding (e.g., salaries, rent, utilities);
  - Private functions or events not open to the general public;
  - Debt retirement or deficit reduction;
  - Organizations supporting political or religious activities;
  - Discriminatory or activities which are contrary to the policies of the Municipality.

**Funding Limitations and Distribution:**

- The maximum donation awarded to any one organization in a calendar year shall generally not exceed \$2,000, unless otherwise approved by Council during budget deliberations.
- Donations may be provided in full or in part, based on available funds and the merits of the application.
- Council reserves the right to adjust allocations to ensure fair distribution among diverse groups and/or initiatives.
- While Council will consider requests for a donation or in-kind contribution, there is no guarantee that a request will be approved. Further, Council will

retain the right to make the final decision on the allocation of municipal resources.

- When a non-qualifying group or organization is attempting to schedule a deputation/delegation to a Council/Committee meeting for the purpose of requesting an in-kind contribution, donation, or municipal resources, staff shall advise the related representative of the policy and deny the deputation/delegation request in accordance with this policy.
- Applications received after depletion of the annual funding allocation shall be automatically denied and applicants shall be advised of the policy for future eligibility.

### **Reporting and Accountability**

- All successful applicants shall:
  - Acknowledge the support of the Municipality in their promotional materials and at funded events/programs.
  - Return any unused funds or disclose any significant changes in project scope.
  - All funding recipients must submit a brief final report within 60 days of the event or project completion. The report shall include:
    - A description of how the funds or in-kind support were used;
    - Attendance or participation numbers, if applicable;
    - Outcomes and community benefits achieved;
    - Confirmation of municipal acknowledgement;

**Failure to comply may affect eligibility for future donations.**

### **Responsibilities:**

- The Community Development Officer, under the general direction of the Parks, Recreation and Facilities Supervisor:
  - will assume the lead role in accepting applications from interested parties
  - will assume the lead role in evaluating applications for recommendation to the CAO for approval
  - coordinating other department involvement with respect to hall bookings, etc.
- The Clerk will prepare the requests on a public agenda for Council to consider
- The Treasurer will ensure proper allocation of monetary support or in-kind support through the General Ledger system, either by way of an expense allocation in the Council department or as an in-kind allocation representing an expense in the Council department and a corresponding revenue in the receiving department.

### **Application Process:**

- Submit a request to the Municipality to [info@centrehastings.com](mailto:info@centrehastings.com)
- This request form must be completed and submitted at least 90 days in advance of the event, but no more than 210 days in advance of the event.
- Application forms, including all supporting documentation, are copied on the public Council agenda.
- Further information and/or clarification may be required.

**Definitions:**

- CAO: The Chief Administrative Officer, or their designate (Deputy CAO) at the Municipality
- Clerk: The Municipal Clerk at the Municipality
- Council: The Municipal Council at the Municipality
- Donation: Any occasional voluntary contribution authorized by this Policy, consisting of monetary funds, or in-kind support, such as materials, services, equipment, or fee waivers.

**Revision Control**

Year-Month-Day	Sections Amended	Comments
2025-11-19	NEW	New Policy by By-law 2025-75