



Touch the Edge of the Arctic!

THE CORPORATION OF THE TOWN OF MOOSONEE

MUNICIPAL DONATION & GRANT POLICY

Purpose

The purpose of this policy is to structure donations/grants of municipally owned resources in limited amounts to non-profit organizations within the Corporation of the Town of Moosonee's municipality for purposes related to the well-being of the community and the growth and/or recognition of individuals in the community.

Eligible Resources

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 Town of Moosonee well in advance of the event so that the request can be considered at a regularly scheduled Town Council Meeting.
2. All requests will be assessed based on availability of the requested resource, 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. There will be on-going consideration given to providing recognition in the form of donations/grants to local elementary and secondary schools.
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 Mayor and Council in the form of a resolution of support, or as delegated to management by resolution.
7. In making donations/grants, the municipality may impose such conditions and/or restrictions as it deems fit. The Council's decisions regarding donations/grants are final.

MUNICIPAL DONATION/GRANT POLICY (CONTINUED)

Eligibility

1. Applicants must demonstrate the need for the specific request. Each request must identify a specific defined benefit and outcome. Each request must indicate whether the event is sporting or a physical activity in nature, and if it is free and open and promoted to the general public. Each request must contain the date, hours, and requested municipal resource.

Events that are not sporting or that do not provide a physical activity, or that are not free, not open and not promoted to the general public, are not eligible for full cost donation requests. In these circumstances, event organizers can request a maximum donation value of 25% of the total rental value before HST.

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 town with their registration name and number on each request.
3. The municipality reserves the right to limit the number of donations/grants made to a particular organization in any given year.
4. Applicants must be located in the municipality of the Corporation of the Town of Moosonee.
5. The Town Council's decisions regarding eligibility are final.

Donations and/or Grants will be authorized by Town Council in the form of a resolution, at regularly scheduled Town Council Meetings. Applicants should contact the Town Office to determine when their request will be reviewed and to ensure approval is received prior to proceeding with the event.

All Applicants must return the municipal facility/equipment to the Town in the same condition in which it was donated. Failure to do so will result in the cost of clean-up and/or damage repairs being invoiced to the Applicant.

Exceptions (delegated authority)

1. The Council of the Corporation of the Town of Moosonee will accept an individual, or a family, as an 'Eligible Applicant', in the case of a request to donate the use of the Community Hall, Curling Club Lounge or Arena Pad, for the purpose of holding a Funeral Function/Feast. Requests must be made in writing to the Manager of Recreation & Tourism, and the Manager will confirm availability. The Manager is authorized to approve the donation, up to a value of \$300.00.
2. The Council of the Corporation of the Town of Moosonee will accept requests for donations for municipally owned recreation facilities, from Non-Profit Community Organizations, for the purpose of holding an event that is fully open to the general public with no admission charge. Requests must be made in writing to the Manager of Recreation & Tourism, and the Manager will confirm availability. The Manager is authorized to approve the donation, up to a value of \$300.00.