

# Municipality of Tweed

## DONATION REQUEST FORM

1. Applicant/Organization:

Name of Organization: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Type of Donation:

Financial Assistance: \_\_\_\_\_

In-kind Service: \_\_\_\_\_

3. Details of how funds will be expended:

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

4. Information Regarding the Organization:

- a) Is your group based in the Municipality of Tweed? Yes / No
- b) Is your group not-for-profit? Yes / No
- c) How many years has your organization been in operation? \_\_\_\_\_

d) What services or activities does your group provide to members of the Tweed community?

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e) Describe in broad terms the principal objective of your organization.

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5. Additional Information – Any additional information which you consider necessary.

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6. Payment – If your application is successful, please indicate the following:

Payable To: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

7. If successful, describe how the Municipality of Tweed will be given recognition for this donation.

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

# CORPORATION OF THE MUNICIPALITY OF TWEED

## DONATION POLICY

### Purpose

It is the policy of the Municipality of Tweed to establish and maintain an orderly system for the administration and control of various forms of donation contributions by the municipality.

### Definitions

Donations - grants or donations are gifts to non-profit groups or organizations whose majority of members are residents of the Municipality of Tweed, for a particular purpose and may be either budgeted or unbudgeted in nature and provide direct benefit to the municipal residents.

Unbudgeted – is a discretionary un-forecasted financial gift granted upon the recommendation of Council to an organization or group which provides a service or benefit to the Municipality of Tweed and can demonstrate a need for financial aid.

Budgeted – is a discretionary gift, either financial or of service in-kind as allocated by Council annually within the Municipality of Tweed's budget, and granted to a group or organization which provides a service or benefit to the community and demonstrates a need for financial aid.

### Objectives

To ensure that Council has a consistent, equitable and transparent process to respond to requests for donations.

To ensure all potential applicants have equitable access to donation funding.

To ensure that donation funding decisions represent value for money in achieving Council's goal of a socially just and inclusive community.

### Guidelines

All requests for donations should be directed in writing to the Mayor and Council of the Municipality of Tweed well in advance of the event so that the request can be considered at a regularly scheduled meeting.

All requests will be assessed based on availability of the requested resource, potential financial impact to the municipality, contributes to the well-being of members of the community, recognition of a worthwhile program and overall community impact.

Organizations whose primary focus is not within the municipality shall not be considered for a municipal donation.

Donations made by the municipality are not to be regarded as a commitment by the municipality to continue such donations in the future.

No donation or grant will be considered unless specifically authorized by Mayor and Council in the form of a resolution of support.

In making a donation, the municipality may impose such conditions and/or restrictions as it deems fit.

### **Eligibility**

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 resources.

Applicants must be non-profit community groups and organizations – individuals are not eligible. Applicants must provide the Municipality with their registration name and number on each request.

The municipality reserves the right to limit the number of donations made to a particular organization in any given year.

Applicants must be located in the Corporation of the Municipality of Tweed.

The Council's decisions regarding eligibility are final.

### **Procedures**

All requests must be submitted in writing on our standardized request form stating the purpose of the project, the benefits and the amount requested.

Request forms are available at the municipal office (255 Metcalf Street, Tweed) and on the municipal website at [www.tweed.ca](http://www.tweed.ca).

All donations will be dealt with on a "first come – first serve" basis according to the yearly budget. Organizations should submit their requests before the 1st of October each year for consideration during Council budget deliberations for the following year.