



Purpose:

Volunteer organizations and/or community groups provide many services to the residents and taxpayers of the Township of Zorra. This policy is to establish criteria to allow the Township to financially assist those volunteer groups that provide programs, service and events for the betterment of the community that would otherwise not be provided.

Definitions:

“Non-profit Organization (NPO)” shall mean a club, society, or association that is organized and operated solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit.

Policy:

To assist in the development and operation of community groups and/or volunteer organizations that by their activities promote and/or enhance the overall wellbeing of the community.

General Objective

- 1.1. To establish a grants administrative system which will be fair, effective, and consistent.
- 1.2. To promote and enhance the volunteer component throughout the service delivery system in the Township of Zorra.
- 1.3. To ensure all applications are evaluated using an established set of criteria and that each application is considered on its own merit.
- 1.4. To ensure that a system of accountability is maintained between the applicant and the Township of Zorra.

Qualifications/Criteria for Funding Consideration

- 2.1. Funding will be provided only to non-profit organizations and committees.
- 2.2. The organization/committee must have been in existence for two (2) years, and comprised of an independent volunteer board of directors.
- 2.3. Applicants must show evidence that they have fully explored and/or are receiving other sources of financial support and must demonstrate that they cannot provide the program and/or an adequate level of service without municipal financial assistance.



- 2.4. Grants are intended to be supplementary to the main source of income and should not be considered as the primary source of funding. A grant in any year is not be considered a commitment by the Township of Zorra to continue such assistance in future years.
- 2.5. Grants awarded are intended to provide assistance for operating costs and no portion of the grant is to be used toward capital expenditures.

Ineligible for Funding

- Organizations which are profit oriented
- Individuals
- Associations or groups who receive subsidy under the Township of Zorra's Policy No. 700-05 Recreation Fee Waiver and Reduction Policy
- Local Cemeteries Operators who receive subsidy under Township of Zorra's Policy No. 500-3

Application – Required Documents:

In addition to the Township of Zorra's application form, the following documents must also be included:

- A list of the organization's executive including name, position, contact information/phone/address and email address where applicable;
- The most recent financial statement of the organization. This included Balance sheet and Revenue and Expenditures Summary;
- An approved proposed budget for the year of the grant request.

Processing of Grant Applications:

Advertisement(s) will be placed in local publication (Zorra Now), as necessary, in the Fall of each year advising that the Township of Zorra is now accepting applications for financial assistance for the following calendar year to support local non-profit organizations in providing programs, services and events to local residents. A notice and the application will also be posted on the Township website.

The notice will set an appropriate deadline for submission of applications to ensure that all requests are received in a timely basis within the municipal budget process.

Each application will be reviewed for eligibility according to the criteria set out in this policy. A report outlining each application and its eligibility will be completed by staff and presented to Council as part of the annual budget process. The Council of the Township of Zorra will make final determination of all groups and amounts to be granted for the budget year. Where possible, successful groups must incorporate Township Branding in recognition of the funding provided.

Next Revision Date

This policy shall be reviewed every 5 years. The next revision date is August 2024.



Policy: Community Grants Program

No.: 500-06

Section: Administration

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Effective Date: August 7, 2019

Resolution #: 10-08-19

Accessible Formats

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.