

DONATION AND GRANT POLICY

Policy Name:	Donation and Grant Policy	Effective Date:	May 5, 2025
Policy Number:	GG-FI-010	Approval Date:	May 5, 2025
Policy Area:	General Government	Council Resolution Number:	2025.122
Policy Section:	Finance	Replaces Policy:	
No. of Pages:	10		

POLICY STATEMENT

- 1) The Town of Rosthern recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and quality of life for the residents. Each year the Town receives numerous requests from community groups, non-profit organizations, teams, and organizations for cash or in-kind donations which has an impact on the municipal budget.

PURPOSE

- 2) The purpose of this policy is to establish specific criteria and a clear application process to evaluate donation requests in order that donations are distributed fairly and equitably to qualifying organizations.

SCOPE

- 3) This policy applies to any community groups, non-profit organizations, teams, and organizations requesting a donation from the municipality.

DEFINITIONS

- 4) "CAO" – means the Chief Administrative Officer of the Town of Rosthern.
- 5) "Council" – means the Council of the Town of Rosthern.
- 6) "Town" – means the Town of Rosthern.
- 7) "Rec Manager" – means the Recreation and Community Development Manager of the Town of Rosthern.
- 8) "Grant" – means a sum of money from the Town given to a community group, non-profit organization, team, or organization in order to support a specific project or program that brings community benefit, and these sums of money are conditional dollars.
- 9) "Donation" – means any direct monetary contribution or promotional goods given by the Town to a community group, non-profit organization, team, or organization for a specific project or program.



RESPONSIBILITIES

- 10) Town Council shall set the budget for annual donation and grant requests through the annual budgeting process.

PROCEDURES & GUIDELINES

11) Funding Categories

Funding will be considered under the following categories:

- a) Community Development: The application should assist with hosting a significant local, regional, provincial, national, or international event with the Town that is non-recreational in nature. Such events shall facilitate community life and well-being. Organizations and events that promote economic development activities or initiatives will be considered more favourably.
- b) Recreation/Sport Development: The application should enhance development of initiative that support healthy living through programs and activities. The initiatives may assist with participation in events of local, provincial, national, or international importance. Preference will be given to the delivery of local events.

12) Eligibility

- a) Consideration of applications for community programs, organizations, events and activities must demonstrate the following:
 - i) The applicant is an organization, team, or non-profit community group.
 - ii) A need for financial support or specific in-kind from the Town.
 - iii) Are held for the enjoyment and benefit of the general public.
 - iv) Are hosted on a yearly basis or recognize significant milestone events.
 - v) Take place in the vicinity of the Town of Rosthern.
- b) The following are **not** eligible for support under this policy:
 - i) Private functions.
 - ii) Capital facilities and equipment
 - iii) Projects that receive support from the Town through the Saskatchewan Lotteries Community Grant.

13) Types of Donations

- a) Donations will be in the form of cash donations or Town promotional items.
- b) In-kind donations of municipal services will not be considered as it skews department budgets.

14) Applications

- a) It is recommended that applicants read through all documents in this package prior to completing and submitting this application. The application is attached in Appendix "A".



- b) Applications must be submitted by the deadline date to the Rec Manager. Incomplete applications will not be reviewed past the deadline and may defer to the next granting deadline if the event has not occurred.
- c) Applications are accepted three times per year: March 15, July 15, and November 15. If you are submitting a request for a donation, you must ensure that you have ample time before the event. Last minute or spur of the moment events that are not within these timelines will not be reviewed for donations.
- d) Applications must be completed in full and contain all imperative information in order for a fair and complete evaluation. If help is required in completing the form, please reach out to the Town office staff for help.

15) Evaluation Criteria

- a) In evaluating each application, a decision will be based on evaluation criteria, scoring and ratios set out in Appendix "B". The scoring will be based on the following:
 - i) Council Strategic Values
 - ii) Evidence for the need.
 - iii) Public benefit and number of local residents served.
 - iv) Mitigation of barriers to services for people with mental and physical disabilities and minority groups and number of volunteers participating.
 - v) Financial dependence upon donation.
 - vi) Level of involvement or funding with other community partners or other communities.
 - vii) Quality of management which is included but are not limited to such things as an established track record, proposal well thought out, etc.
 - viii) Agreement to acknowledge the Town's contribution to all publicly related events or activities relating to the event.
- b) The Rec Manager along with the CAO will review and recommend eligible projects to receive funding and present the recommendations to Council at a Regular Council meeting.

16) Funding Allotment and Allocation

- a) Town Council shall support this policy through an annual budget allotment to establish the amount of cash or goods that the Town is able to donate.
- b) Applicants may request an amount of up to \$500. The funds will be provided from the annual operating budget.
- c) \$2,000 is allocated for donation each intake. If there are any unspent funds from each donation allocation, this money will be rolled to the next annual intake period. Any unallocated funds will not be rolled over into future years.
- d) Funding is typically awarded within 30 days of grant deadlines.

- e) Annual grant requests from the following organizations shall stand over and above the required criteria outlined in this policy. These grants are subject to annual requirement of application completion and final yearend report outlining the financial impact on the organizations annual operating. A template of this annual follow-up report is in Appendix "C". These organizations are as follows:

- Valley Regional Park
- Station Arts Centre
- Seager Wheeler Farms
- Rosthern Junior College

17) Decision and Accountability of Funds

- a) Applicants will be notified in writing once a final decision on their application has been made.
- b) Applicants who are provided with a donation pursuant to this policy shall be accountable for the expenditures of funds provided.
- c) The entire amount of the donation provided must be used exclusively for the program, organization, event or activity identified in the application.
- d) The community program, activity or event must be conducted within six months of the date the donation is approved.
- e) If the community program, activity or event does not occur within the allotted time, a written letter of request for an extension must be submitted. If an extension is not received, or if an extension is not granted, the community organization or group shall return all the funds provided by the Municipality. If funds are not used according to the described application, this may affect future donations.
- f) The Municipality's support must be recognized during the program, event or activity in the manner described in the application.
- g) Organizations, programs, events and actives receiving donations pursuant to this policy must be conducted in accordance with all applicable laws, statutes, and regulations.





Donations and Grants Application Form

Submission Deadlines

Deadline for the donation and grant intake dates: by March 15, July 15, and November 15.

Submit completed applications to: Town of Rosthern
 Attention: Recreation Manager
 Email: recmanager@rosthern.com

OR

Mail: Box 416, Rosthern, SK S0K 3R0

For assistance with completing your application, please contact the Town Office at (306) 232-4826.

Your organization's application and supporting documentation will be reviewed by noted on the Council meeting agenda. No personal information will be viewed by the public. The personal information collected on this form is for the purpose of determining eligibility for the applicant to receive support for an event or activity. This information is collected according to Local Authority Freedom of Information and Protection of Privacy Act and will not be used inappropriately in any other fashion.

Late or incomplete applications will NOT be considered.

NAME OF ORGANIZATION:		
EVENT/PROJECT NAME:		
AMOUNT REQUESTED: \$ (Max of \$500)		
FOR OFFICE USE ONLY		
Date Received:	Time:	Received By:
Reviewed By:		

Council Strategic Plan Values: application must identify which goal applies to your project (please check all that apply)

- ☐ Provide leadership to the community through delivery of positive programs.
- ☐ Build a respectful and inclusive community.
- ☐ Enhance community togetherness to foster community approachability.
- ☐ Construct a connected community with open communications.
- ☐ Expand relationships with local municipalities and First Nations neighbors.
- ☐ Ensure that the Town remains a sustainable and vibrant municipality through innovation.
- ☐ Reduce the Town's impact on the environment by ensuring environmental stewardship.
- ☐ Foster a safe community.

Please explain how your event or project will achieve any of the goals identified above:

Part A – Applicant Information

Name of Organization:	
Name of President/Chair:	
Mailing Address of Organization:	
Contact Person for Application:	Position (if applicable):
Telephone No.	Email:
Number of Local Participants:	

Part B – Event/Project Plan

Name of Event/Project:	
Date of Event/Project:	Anticipated Number of Participants:
Target Population:	☐ Children/Youth ☐ Adults ☐ Seniors ☐ Families ☐ Other



Funding Category (please refer to Sections 9 & 11)

Application Intake:

- ☐ March 15
- ☐ July 15
- ☐ November 15

Please identify the funding Category:

- ☐ Community Development
OR
- ☐ Recreation/Sport Development

Please identify the Donation type:

- ☐ Cash
OR
- ☐ Promotional

Is this the first time the organization has requested funding for this event/project?

Goals

Please describe what you would like to achieve overall with this event/project. If more space is required, please attach documentation to this application.

Financials

Please describe your organization's current financial situation and how your organization plans to be sustainable after funding?

Marketing of your event/project

Please media and/or publication tools will you be using to promote the event/project? Please list all.

Community Impact

Please describe how your event/project significantly impacts the Town. If more space is required, please attach documentation to this application.

Community Partnerships

Please list community partnerships for this event/project and their role. If more space is required, please attach documentation to this application.

Note: The Town does not waive rental, licencing, permitting, or any other application fees.

Application Checklist: application must include (please applicable boxes)

- ☐ A completed and signed original application form (Parts A, B, and C)
- ☐ Additional materials to support your application have been submitted (if any)
- ☐ Application meets the criteria of the policy

Please initial your agreement to the terms of the Council Donations and Grants Policy.

_____ I understand that the application and supporting documentation may be a part of public information provided to Council.

_____ I understand that if funding is awarded and the event/project does not proceed, the organization must return the funds to the Town of Rosthern.

Declaration

I certify to the best of my knowledge the information provided in this application is accurate and complete.

Applicant Signature: _____ Date: _____



Evaluation, Criteria, and Scoring

This section is to be completed by staff

	Evaluation Criteria	Scoring	Score
i. Council Strategic Goals	Vital – fundamental to Council’s goals or key result areas Notable – solid fit within Council strategic goals Non-Critical – some relevance to Council’s goals but not strategic	High – 3 Medium – 2 Low - 1	
ii. Evidence for the need	Community at Large – general need, broad-based Multiple Interests – some need, a number of areas/communities Vested Interest – special interest group(s), localized	High – 3 Medium – 2 Low - 1	
iii. Public benefit and number of local residents served	Public Interest – all residents/communities may derive benefit Mixed interest – some residents/communities derive benefit Private interest – specific residents/communities’ benefit	High – 3 Medium – 2 Low - 1	
iv. Mitigation of barriers to services for people with mental and physical disabilities and minority groups and number of volunteers participating.	High – equality of access and opportunity (demographic, geographic) Moderate- range of demographic groups and/or development potential Low- limited opportunity, access, or development potential	High – 3 Medium – 2 Low - 1	
v. Financial dependence upon donation	High - new or one other request Moderate - request is dependent on Town funding, at a low percent of expenses Low - applicant has applied for multiple requests or has a reserve balance(s) deemed adequate to internal fund request.	High – 3 Medium – 2 Low - 1	
vi. Level of involvement or funding with other community partners or other communities	High- applicant has secured or demonstrated attempt to secure other funding Some- some success securing or demonstrated attempt to secure other funding Low- limited success securing or demonstrated attempt to secure other funding	High – 3 Medium – 2 Low - 1	
vii. Quality of management (an established track record, proposal well thought out, etc.)	Yes (or New Org.) – annual report and/or financial statements of prior year rec’d No- no annual report and/or financial statement received	High – 3 Low - 1	
viii. Agreement to acknowledge the Town’s contribution to all publicly related events or activities relating to the event	High-Town receives significant promotional or other benefit of event Moderate – Town receives some promotional or other benefit of event None- Town receives no promotional benefit of event	High – 3 Medium – 2 Low - 1	



Grant Report Form

Each organization receiving a grant must complete and submit a Grant Report follow-up within 90 to 120 days of receiving the grant. Failure to do so may impact future grant requests made to the Town.

The Grant Report must include the following:

1. A completed Grant Report Form,
2. Board of Director meeting minutes as approved, and
3. Annual financial statements that have been audited by a registered Certified Management Accountant/Chartered Accountant Certified General Accountant (if required by Town).

Submissions:

Submit completed report to: Town of Rosthern
 Attention: Recreation Manager
 Email: recmanager@rosthern.com
 OR
 Mail: Box 416, Rosthern, SK S0K 3R0

Name of Organization: _____

Event/Project Name: _____

Grant Received: \$ _____

Type of Grant: Conditional ☐ Non-Conditional ☐

Please provide a brief description of the most significant success in your organization from the use of the grant money.

Organization Representative Signature: _____ Date: _____