



## **COMMUNITY CENTRE MINIMUM ASSISTANCE GRANTS** Policy for Founding Organizations

Finance Policy Name: Grants for Founding Organizations

Approval Date: October 7, 2010

Effective Date: January 1, 2011

Revision Date: September 6, 2018

### **INTRODUCTION**

The Township of Malahide is fortunate to have organizations and service clubs working hard to make our community a great place to live and work for families, youth, and seniors. Many of the organizations offer support and services throughout the community. Malahide Township Mayor and Council would like to thank and commend all of the dedicated organizations and service clubs who continue to make the Township of Malahide a great place to work, play and live.

The prime goals of The Township of Malahide Minimum Grant Assistance for Founding Organizations are:

- to facilitate and ensure continued effective citizen involvement in community groups and in civic events.
- to improve the well-being of residents of the Township of Malahide community.
- to promote volunteerism in the Township of Malahide community.

### **POLICY PURPOSE**

Providing guidance to ensure a consistent, equitable, and appropriate process:

- to provide municipal funds to Founding Organizations for use of Malahide Community Place and South Dorchester Community Hall.
- to ensure that full value be obtained for each dollar provided in financial assistance by the Township.

### **SCOPE**

This Policy applies to the Founding Organizations' use of Malahide Community Place (Springfield) and South Dorchester Community Hall (Lyons) for a twenty-year term commencing May 1, 2010 to December 31, 2029.

As of January 1, 2030 the Founding Organizations shall be considered to be Local Organizations.

### **EXCLUSIONS**

None.

### **DEFINITIONS**



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**Founding Organizations** include the following:

- Springfield Lions Club
- Springfield Leos Club
- Springfield Lioness Club
- Springfield Minor Baseball Association
- Springfield Youth Programs
- Springfield Family Fun Day Committee
- Springfield Christmas Parade Committee
- South Dorchester Optimist Club

### **Cancellation Fee**

Notice of cancellation shall be in writing and delivered, faxed or emailed to the Township of Malahide thirty (30) business days prior to the date of the function. The Renter will be responsible for all rental fees for cancellations with less than thirty (30) business days' notice. **All cancellations will result in an administration fee.**

### **GUIDELINES**

The following are the general guidelines to be used by the Township of Malahide in evaluating applications for financial assistance.

1. The organization must be a Founding Organization, continue to be located within the Township of Malahide, have a clearly stated purpose and function that result in an improvement in community services within the Township of Malahide and the organization must be responsible for the planning and provision of these services.
2. The Township of Malahide will provide financial assistance equivalent to 40% of Township facility rental fees levied for each event.
3. The Township of Malahide will not give consideration for financial assistance for any non-facility fees such as the purchase of ice, insurance cost, additional equipment rentals, Special Occasion Permits (liquor licences), taxes, capital surcharges, cancellation fees, or breakage/damage fees, etc.
4. Under normal circumstances, only one request per organization is to be considered in a fiscal year. All programs, projects, and undertakings should be consolidated into one request.



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5. **The fully completed application must be received no later than October 31 in the year of the event.**
6. The mandate of the Founding Organization must provide for services to the general public of The Township of Malahide and should not exclude anyone by reason of race, religion, or ethnic background as per the Canadian Charter of Human Rights & Freedoms.
7. The Founding Organization receiving financial assistance from the Township of Malahide shall not act as a Third Party Renter by subletting the facility to another organization or group.
8. The Founding Organization Grant shall be used only for the purpose approved by Council on the approved grant application and shall notify the Township of Malahide of any proposed material changes to the nature of the activities for which the Founding Organization Grant has been made.
9. The Founding Organization Grant recipient shall repay the whole or any part of the Founding Organization Grant, as determined by the Township of Malahide, if the recipient: ceases operating or merges or amalgamates with any other party.
10. The successful applicant will acknowledge the Township of Malahide's support in its promotional materials in a manner acceptable to the Township.
11. No financial donation or assistance will be considered unless specially authorized by this policy.
12. Council makes the final decision on all financial assistance requests.

#### **POLICY AUTHORITY**

This policy will be approved by Council for the Township of Malahide. The related procedures relating to this Policy will be approved by the Chief Administrative Officer/Clerk.

#### **REFERENCES AND RELATED POLICY**

None.

#### **REVIEW CYCLE**

This policy will be reviewed annually by the Director of Finance.