

TOWN OF STRATFORD - COUNCIL POLICY			
Name:	Grants and Donations Policy	Policy Number:	2018-FT-01
Committee:	Finance and Technology	Approval Date:	June 13, 2018

1) Introduction

The Town of Stratford provides grants, donations, municipal property tax rebates and in-kind contributions to organizations or individuals pursuant to the Grants and Donations Bylaw, Bylaw # 38. This policy establishes the criteria, application and reporting requirements for Grants or in-kind contributions to Community Groups, Donations to organizations and individuals and property tax rebates for resident bona-fide farmers.

2) Grants or in-kind contributions to Community Groups

The Town of Stratford recognizes the value to residents of not-for-profit groups who are active in the Town. Community groups enhance the quality of life through increased participation in social, cultural, economic and environmental activities. A budget will be established annually to provide grants or in-kind contributions to not-for-profit community groups in accordance with this policy.

a) Eligibility Criteria

Community Groups who are seeking support from the Town must:

- i) Be not-for-profit;
- ii) Be located in Stratford or the initiative must be oriented towards Stratford residents;
- iii) Demonstrate that the organization or the project will benefit Stratford residents directly in some way.

Note that grants or in-kind contributions will not be granted for initiatives that residents are being solicited directly for. It is more appropriate to let individual residents decide what charities and activities to support rather than have the Town make the decision for them collectively via taxation.

b) Application and Approval Process

Funding requests must be submitted in writing with sufficient documentation to show that the request conforms with this policy including a description of the organization, the proposed budget, the amount sought, a description of the initiative proposed, how residents will benefit from it and any other information that will help the town to assess the merits of the application. Email is acceptable. Funding requests will be reviewed and approved by the Chief Administrative Officer within the budget envelope approved by Council.

c) Value of Town Contribution

The town contribution will not exceed \$500 per application.

d) Reporting Requirements

All grants and in-kind contributions made in accordance with this policy must be reported monthly to the Finance and Technology Committee and the Stratford Town Council at their respective regularly scheduled meetings.

3) Donations to Youth for Travel

The Town of Stratford recognizes the value to youth of attending out of province tournaments and events and a budget will be established annually to provide donations to residents who are 21 years of age or under to assist with expenses for such travel.

a) Eligibility Criteria

Donations will be provided to residents who are 21 years of age or under for travel to tournaments and events outside of the province where they are representing their school, town, province or country.

b) Application and Approval Process

Funding requests must be submitted in writing by the resident or organization/team with the names of residents who are eligible, a description of the tournament or event and the location and dates it will be held. Email is acceptable. Funding requests will be reviewed and approved by the Chief Administrative Officer within the budget envelope approved by Council.

c) Value of Town Contribution

Donations shall be per participant based on the following:

- i) Travel within the Maritimes will be \$50 per person;
- ii) Travel to Newfoundland, Quebec and Ontario will be \$75 per person; and
- iii) Travel beyond Ontario will be \$100 per person.

d) Reporting Requirements

All donations for travel assistance made in accordance with this policy must be reported monthly to the Finance and Technology Committee and the Stratford Town Council at their respective regularly scheduled meetings.

4) Hosting Tournaments or Events

The Town of Stratford recognizes the economic and social value of hosting tournaments and events in Stratford and a budget will be established annually to provide donations to organizations who host tournaments and events in Stratford.

a) Eligibility Criteria

To be eligible for a grant, tournaments and events must:

- i) be held in Stratford:
- ii) not be a Town event:
- iii) attract people or teams from other communities.

b) Application and Approval Process

Funding requests must be submitted in writing by organization hosting the event and must include the name of the host organization, a description of the tournament or event, the anticipated attendees and the date and location of the event. Email is acceptable. Funding requests will be reviewed and approved by the Chief Administrative Officer within the budget envelope approved by Council.

c) Value of Town Contribution

Donations shall not exceed \$250 per tournament or event.

d) Reporting Requirements

All donations for tournaments and events made in accordance with this policy must be reported monthly to the Finance and Technology Committee and the Stratford Town Council at their respective regularly scheduled meetings.

5) Property Tax Rebate for Resident Bonafide Farmers

The Town of Stratford recognizes the contribution of the local farming community and will budget for a tax incentive for resident bona-fide farmers annually.

a) Eligibility Criteria

To be eligible for the property tax rebate, farmers must:

- i) Reside in Stratford
- ii) Be designated a Bona-Fide farm property owner pursuant to provincial property tax laws.

b) Application and Approval Process

To receive the property tax rebate, resident bona-fide farmers must make an application on the form in Appendix A on or before July 31 each year, beginning in 2019. Applications for the property tax rebate will be reviewed and approved by the Chief Administrative Officer.

c) Value of Town Contribution

The rebate amount is set in Schedule A of the Grants and Donations Bylaw.

d) Reporting Requirements

Property Tax rebates will be reported in September of each year to the Finance and Technology Committee and the Stratford Town Council at their respective regularly scheduled meetings.

6) Other Requests

A written request for financial assistance that exceeds the amounts designated in this policy, or where the designated budget funds have been fully allocated, may be approved by Council Resolution based on the recommendation of the Finance and Technology Committee provided the request meets the guidelines of this policy in all other respects.

7) Repeal of Existing Policies

The Community Group Support Policy, Policy Number 2002-FA-01 and the Donations Policy, Policy Number 99-FA-01 are hereby repealed.

Signature: _____