

<i>The Town of Fort Frances</i>	SECTION ADMINISTRATION AND FINANCE
<u>MEMBERSHIPS AND GRANTS</u> <u>POLICY</u>	REVISED March 1995, July 2002, October 2004
Resolution No. Consent (10/04)	Supercedes Resolution No.
Policy Number 1.16	PAGE 1 of 3

1. POLICY STATEMENT

The Town of Fort Frances regularly maintains a number of memberships in a variety of organizations; provides grants to a number of agencies on a recurring basis and provides assistance to groups and individuals on a one-time basis. The purpose of this policy is to provide consistency through the application of guidelines governing how memberships and requests for funding are received, evaluated and processed.

2. EFFECTIVE DATE

This policy comes into effect on October 12, 2004 and cancels and supercedes all previous investment policies.

3. MEMBERSHIPS

The Town of Fort Frances pays for memberships in two broad categories: corporate and individual. All memberships which are to be paid by the Town in either of these categories are to be detailed in the annual budget submission and will be subject to the normal budget approval process. Any memberships not approved as part of the budget will require the approval of Town Council by resolution.

All requests for memberships are to be analyzed to determine if they are indeed bona fide memberships or requests for on-going operational assistance in which case they will be deemed to be grants (eg: Sunset Country, N.W. Ontario Recycling Association) and be reviewed accordingly.

All memberships must show a benefit to the Town such as provision of information, lobbying efforts, cost savings through access to discounts, or access to training.

Membership fees for individuals will be paid in the situation where:

- Membership is a requirement of the position as defined in the position description
- Membership is the result of a course of studies directly related to the performance of duties
- There is no corporate membership category and the only alternative is an individual membership
- The cost of a corporate membership exceeds the cost of an individual membership to such an extent as to negate any potential additional value that might be attached to a corporate membership.

4. GRANTS AND DONATIONS

Grant and funding requests received by the Town fall into two broad categories; annually recurring and one time.

In evaluating any request for grants and donations at any level the following criteria will be applied:

- Is there a demonstrable or potential social, economic or other benefit to the Town of Fort Frances, its citizens and taxpayers,
- Is it in keeping with any stated goals and objectives that have been set or endorsed by Town Council,
- Is the request in any significant degree a duplication of the efforts or services provided by another organization whether funded by the Town or not,
- Does the organization submitting the request have a track record of providing value to the community for funding received.

The following will apply to any funding requests that are annually recurring or are deemed to be likely annually recurring:

The Administration and Finance executive committee will recommend to Town Council a list of grants and donations, with individual values not to exceed \$2,000, as part of the normal budget process. Upon budget approval by Town Council these grants and donations will be processed for payment upon request without further referral to Council.

Any funding request in excess of \$2,000 will be referred to the appropriate Executive Committee who may then recommend to Town Council that the request be either denied or be referred to the budget process under the following conditions:

- In order to be part of the overall budget cycle of the Town, funding requests must be filed with the Town not later than 30 days after the Public Budget Meeting in the year preceding the year for which the grant is requested.
- An acceptable financial statement for the year immediately preceding the year in which the request is made, a current year's budget and a projected budget for the year for which the grant is requested is to be filed with the town with the grant request,

If approved in the budget process then payment may be processed upon request accompanied by an acceptable financial statement for the year preceding the year for which the grant is payable without further referral to Town Council.

Any funding request in excess of \$5,000 will be referred to the appropriate Executive Committee who may then recommend to Town Council that the request be either denied or be referred to the budget process under the following conditions:

- In order to be part of the overall budget cycle of the Town, funding requests must be filed with the Town not later than 30 days after the Public Budget Meeting in the year preceding the year for which the grant is requested.
- An acceptable financial statement for the year immediately preceding the year in which the request is made, a current year's budget and a projected budget for the year for which the grant is requested is to be filed with the town with the grant request,

If approved in the budget process then payment will be subject to final Council approval upon delivery of a request for payment accompanied by an audited financial statement for the year preceding the year for which the grant is payable.

The following will apply to one-time requests for funding to organizations and individuals:

- The Administration and Finance executive committee will recommend to Town Council an annual budget for one-time requests.

With regards to tournaments and similar events being held in Fort Frances a grant of \$.50 per participant per day up to a maximum of \$200 may be paid upon approval by Town Council for the purpose of prizes, ice time, rentals, etc. In the case of tournaments and similar events where winners will proceed to competitions at a Provincial, National or International level the maximum grant will be \$1.00 per participant per day to a maximum of \$400.

With regards to the sponsorship of an individual participating in a program or event which has a criteria for participation of community sponsorship, a maximum grant of \$200 may be paid upon approval by Town Council.

Any request for a grant or donation not covered by any of the above must be submitted in writing and will be subject to Town Council referral and approval.

Funding and donation requests received after the events have occurred will be denied.