



The Village of Clinton

Corporate Policy Manual

Adopted By:	Council	POLICY NO. F-07-2024
APPROVAL Date:		Effective date: November 13, 2024
Amendment Dates:		Next Review Date:
SUBJECT:	Community Assistance	Policy Type: Financial
Associated Forms:	Grant in Aid Application Form	
Responsible Officer:	Chief Financial Officer	

A. Policy Statement

The Village of Clinton has implemented consistent principles and guidelines to ensure financial accountability, fairness, and responsible use of Village assets in granting the use of Village facilities.

B. Purpose

This policy establishes eligibility requirements, identifies the types of funding available, and outlines application, approval, and monitoring requirements to receive community assistance funding from the Village. All approvals should be considered on a year-to-year basis.

C. Definitions

Event means the activities or use for which the applicant is seeking assistance.

In-Kind Contributions mean the provision of temporary use of municipal property, materials, or resources to an applicant, and do not include the provision of cash funds.

D. Policy

Scope/Applicability

- 1) Except for the provisions in section 4 of this policy, cash contributions will not be made by the Village and must instead be pursued through the Clinton Community Forest.
- 2) Community assistance funding is available only to organizations which exist for the purpose of providing programs, services, or projects specifically to the residents of the Village of Clinton and to an end which is not profit, subject to criteria and limitations provided in this policy.

Types of Assistance Available

- 3) Community assistance funding is limited to in-kind contributions for special Events and may include:
 - a) Fee Waivers (rental costs, facility fees, etc.); and
 - b) Municipal staff support.
- 4) Notwithstanding the other provisions of this policy, Council may approve an annual cash donation to the Royal Canadian Legion Poppy Fund of no more than \$50.

Eligibility


- 5) Community Assistance will not be provided:
 - a. To a corporation;
 - b. To religious organizations for sacred or sectarian purposes;
 - c. To political parties, ridings, associations, and candidates;
 - d. To individuals unless the individual can demonstrate exemplary recordkeeping and a system of financial oversight;
 - e. For debt retirement;
 - f. For commercial and/or third party fundraising;
 - g. To coalitions such as ratepayer or tenant/landlord associations, or to support programs or services geared specifically to these groups;
 - h. On a retroactive basis for purposes which have already occurred unless approved by Council;
 - i. For travel.
- 6) Preference will be given to applicants that can demonstrate:
 - a) A need for financial assistance;
 - b) The applicant organization has carried out other fundraising activities;
 - c) The applicant regularly attends Spirit of Clinton meetings; and
 - d) There is community support for the event offered by the group.
- 7) After September each year, The Village will:
 - a) Advertise that applications are being accepted for community assistance;
 - b) Allow at least two weeks' time for applications to be submitted;
 - c) Present the applications before Council for consideration; and
 - d) Respond to applicants with Council's decision.

Terms

- 8) Applications must include the following information:
 - a) The name of the group or organization, main contact person, contact information, indication of non-profit status, and objectives of the group;

- b) The date, time and number of people expected to attend the event;
 - c) Any equipment required (projector, microphones, etc.) and whether the equipment forms part of the request;
 - d) A description of the event and the benefit it provides to the Village of Clinton and its residents;
 - e) A statement indicating if and how the applicant meets any of the eligibility standards listed in section 6;
- 9) In addition to the requirements in section 8, applications must include one of the following:
- a. In the case of an event hosted by a registered society that has run the event before, financial statements that:
 - i. Include a previous year's event costs; and
 - ii. Have been approved by the society's membership at an AGM.
 - b. In the case of a recurring event which is not being hosted by a registered society, a detailed project budget from a previous version of the same event including a breakdown of revenue and expenditures.
 - c. In the case of a new event, a detailed project budget.
- 10) An event may be moved or cancelled if the space is required for Council business or a paid booking unless the Event:
- a. Requires significant preparational or setup activity;
 - b. Must occur on a particular date; or
 - c. Is not easily rescheduled;
- 11) Requests to receive community assistance for Council chamber bookings will only be considered if they are between 8:00am to 3:30 pm.
- 12) Any equipment required (projector, microphones, etc.) will be charged at the appropriate fees unless such fees are specifically waived by Council.
- 13) Liability insurance, booking fees, and deposits may be required for events regardless of whether community assistance has been granted.
- 14) Organizations that have received community assistance must acknowledge contributions from the Village of Clinton on promotional material and at the event.

DATED: November 18, 2024



Mayor



Corporate Officer