



THE CORPORATION OF THE TOWNSHIP OF TAY CORPORATE POLICY MANUAL

Policy/Program: Grants and Donations	
Administrator: Financial Analyst	Approved by: Council (2007-05-12)
Date Last Reviewed: October 2025	Date Last Revised: October 2025

1. Objective

The Township of Tay ("Township") recognizes the valuable contributions made by community organizations and volunteer groups to provide programs, services and events which enhance the well-being of the community, improve the quality of life for its residents and align with the objectives outlined in the Township's Strategic Plan of *Tay Resilient*, *Tay Proud*, *Tay Open* and *Tay Active*.

2. Purpose

The Grants and Donations Policy has been established by Council to provide guidelines to organizations within Tay Township who are seeking modest financial assistance with the following:

- One-time start-up funding for a new community event or festival;
- Funding for an established community event or festival;
- Funding towards partnerships between the Township and organizations;
- Funding to maintain and/or operate private structures or property that are used to benefit the community as a whole; or
- Funding to support federal and provincial government grant application requirements.

3. Scope

The Grants and Donations Policy shall apply to funding requests from:

- Groups or organizations based in the Township who are mandated to provide direct benefits, programs, and/or services primarily to Township residents;
- Township-based youth groups or service clubs (Boy Scouts, Girl Guides, etc.);
- Chartered service clubs based in Tay Township; and



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- Groups or organizations not based in Tay Township but are mandated to provide direct benefits, programs, and/or services to the Township and who are funded in whole or in part by neighbouring municipalities.

Funding requests **will not be** considered from the following:

- Social assistance services that are provided by other government agencies or not-for-profit organizations excluding those programs or services that are funded in whole or in part by neighbouring municipalities;
- Travel expenses for members of an organization;
- Sponsorship of athletic endeavours (i.e., team or individual sponsorship for tournaments, special events, regular season activities, etc.);
- Individuals;
- For-profit organizations;
- Organizations serving as funding sources for others, for example service clubs unless they are applying for funding for community festivals;
- Faith organizations where services/activities include the promotion and/or require adherence to a faith;
- Fundraising events;
- School Boards, primary and secondary schools, and post-secondary Institutions;
- Organizations that conduct most of their activities outside the Township and do not provide a direct benefit to Tay residents; or
- Organizations that do not submit the required "Schedule B", reporting Information report, for a previous year's grant.

4. General Provisions

The Township will invite applications for modest financial assistance by posting notice of the Grants and Donations Program on the Township's website and promoting it through the Township's various communication methods such as social media, e-newsletter, etc.

5. Grant Application Request Directives

All requests for grants/donations must be completed electronically in full and sent via email to the Financial Analyst, through the completion of the Grant Application ("Schedule A"), so that the request can be considered by the Grants and Donations Committee prior to budget deliberations.

The maximum yearly funding limit that a group/organization can request is \$1,500. Any funding request above this limit, must follow the normal delegation process.



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Requests for grant funds to support Capital projects or items shall not be applicable to the Grant and Donations Program and must follow the normal delegation process.

All funding requests will be assessed based on the availability of the requested resource, the potential financial impact on the Township, and the contribution to the well-being of members of the community.

The Committee shall no longer consider requests for in-kind services in conjunction with requests for grant funds. In-kind requests may be directed to the Manager of Parks, Recreation and Facility Services. A separate policy entitled Culture & Recreation Rental Fees – Township Facilities should be referenced with regard to reduced rates and fee waivers for the rental of Township Facilities.

Grants/donations made by the Township are not to be regarded as a commitment by the Township to continue such donations/grants in the future.

In making grants/donations, the Township may impose such conditions and/or restrictions as it deems fit.

To be considered for the Grant Program, all applications must be completed and submitted by the deadline of March 31st of each year.

Grant Application Forms are available on the Township website www.tay.ca. Those requiring assistance with the application process can come to the Township Office or call 705-534-7248 x 249.

The Committee may consider applications outside the annual application process if:

- the group/organization can demonstrate that the purpose for which they are seeking the donations was not foreseen at the time of the annual process; and
- providing there are still funds available in the overall annual grant allowance of \$20,000.

Applicants who applied for grant funds will be notified after the adoption of the Budget.



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6. Eligibility Criteria

The Committee will review applications for grants considering the group/organization meets the following eligibility criteria:

- That it involves volunteers;
- Demonstrates a clear need for the funds being requested in order to enable them to provide a specific service or program;
- Is located in Tay Township; or
- Although not based in Tay Township have a mandate to provide direct benefits, programs, and/or services to the Township and funded in whole or in part by neighbouring municipalities;
- Provides without discrimination a recreation, cultural, or community service, that the Township does not otherwise provide, to a significant proportion of residents;
- Requires Municipal funding participation to support a federal or provincial grant application;
- Demonstrates collaboration and cooperation with other local organizations in the sharing of resources; and/or
- Demonstrates that it is actively pursuing other sources of financial support and fundraising, e.g. donations, membership fees, ticket sales.

7. Application Process

It is the responsibility of the applicant to submit a complete Grant Application with clear and sufficient information. It should be noted that the grant program is competitive, and applicants must submit the best application possible by March 31st of each year. Submission of an application does not guarantee the applicant will be awarded all or part of the grant funds requested. Incomplete or unclear applications may be declined.

Prior to considering a request for a grant, the Committee shall require the following from the group/organization:

- a) A completed Grant Application (attached as "Schedule A") detailing the group/organization's eligibility and outlining the funding request. The Township of Tay will no longer accept hand-written applications, and request all applications be **an electronic copy**. *The Township of Tay recognizes that persons with disabilities use various methods to access information. Upon request, the Township will provide, or arrange for the provision of accessible formats or communication supports for persons with disabilities.*



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The Township reserves the right to request additional information in support of the application.

Grant amounts awarded will be based on available funding up to a maximum of \$1,500.

A group/organization may submit more than one application; however, there shall be no duplication of funding to any group/organization in any fiscal year.

Any grant funding that has not been spent in the year that it is received shall be returned to the Township.

8. Reporting

By December 31st of the year in which the funds were received, all groups/organizations receiving funding from the Township shall provide a completed Grant Report attached hereto a "Schedule B". If it is determined that funds were reallocated to another event/project/service other than what was submitted with the Grant Application, the Township may, at its discretion, disqualify an organization from any future funding under this program. Any group/organization that does not submit a Grant Report will not be considered for funding in the future and may be required to pay the grants funds back to the Township.

Attachments

- Schedule A – Grants and Donations - Grant Application
- Schedule B – Grants and Donations – Grant Report

9. Related/ Referenced Policies

- Culture & Recreation Rental Fees Policy

10. Amendments

The Township reserves its rights to create, amend, alter, vary and/or revoke any and all policies at its sole discretion and without notice.



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11. Approval

Approved by Council:

Mayor Ted Walker
Name (Print)

Ted Walker
Signature

2025-11-26
Date (YYYY-MM-DD)

Rev.	Description of Revision	Admin	Effective	Circulation Date
7	Update to Policy & Application Forms 2025-11-26	Council	2007-05-12	2025-11-27