



Grants Policy

Policy Manual Section: Administration – General

Policy Number: A-GEN-003

Authority: PO-2127/96, 8122/07, 8218/08

Date Approved: April 2, 1996

Department Responsible: CAO Office

Revision Dates: October 9, 2007, January 22, 2008

Review Date: January 2023

Status: Active

Purpose:

The purpose of this policy is to ensure that funding allocations for organizations and groups are made according to established and common criteria. This policy establishes eligibility requirements, funding categories, eligible expenses, funding exclusions and the application process. This policy also establishes eligibility requirements and the application process.

Policy Statement:

Council adopts this policy in order to support local organizations, charities and non-profit groups. Council is committed to working with community groups but, at the same time, is cognizant of budget constraints. Council encourages groups to work towards financial self-sufficiency and independence by encouraging community participation and through fundraising.

Scope:

This policy applies to local organizations, charities and non-profit groups within the Town of LaSalle.

Policy:

- a) No grants shall be issued by the Municipality to assist in defraying costs for various groups and associations operating within the Town of LaSalle.
- b) Council will consider individual requests for financial assistance.
- c) Treasurer will include an amount in the annual budget submission that is reflective of a 5-year period of funding for existing organizations that receive grants/financial assistance.



- (d) That the application for grant/financial assistance shall be a requirement for any group/organization wishing to request a grant or financial assistance from the Town.

Responsibilities:

The Treasurer and Clerk are responsible for the policy.

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References and Related Documents:

Policy #131

Council Report of the Director of Council Services/Clerk (Clerk's Report CL-02-08)
respecting options for a policy.

Attachments:

Application for Grant/Financial Assistance.

To obtain a copy of the Grant/Financial Assistance form, please contact the Clerk's department at 519-969-7770 ext. 1262.



TOWN OF LASALLE
APPLICATION FOR GRANT/FINANCIAL ASSISTANCE

1. Name of Organization _____

2. Contact Information /Person /Mailing Address

Individual's Name

Phone _____ (day) Email _____

3. Is your organization based in the Town of LaSalle? Yes No

4. Does your organization provide services that directly benefit the community?
Who is your target group? Describe the service/benefit provided.

5. Is your organization a charity non-profit cultural sports
 community festival event?

6. Is the services your organization provides available without discrimination?
 Yes No

7. Please illustrate the nature of project/service.

8. Grant/financial assistance requested.
Amount \$ _____



9. Confirmation of financial need is required. Please attach financial statements showing organization's expenses and revenue sources.

10. Describe how the services offered by your organization meets the Town's "Healthy, Vibrant and Caring" criteria.

11. Additional information you wish to submit.

Date Submitted

Submitted By