



Policy Name: Community Donations & Funding	Effective Date: November 26, 2024
Policy Number: 2024-286	Approval Date: November 26, 2024
Policy Area: Council	Council Resolution No.: 2024.286
Policy Section:	Replaces Policy: N/A
No. of Pages: 1	Revision:

1. Objective:

The Village of Air Ronge benefits from the support of community volunteer organizations, individuals and groups that provide services, programs, and events of benefit to residents in the Tri-Communities area. This policy is to set guidelines for responding to requests for donations and funding in support of those services, programs, and events, and to ensure that the processes for submission, review and administration of requests is fair and transparent.

2. Definitions:

“Community service” means services, programs, and events of benefit to residents in the Tri-Communities area, including charitable events or any other activity or project deemed eligible by Council

“Tri-communities area” means within the Village of Air Ronge, Town of La Ronge or LLRIB boundaries

3. Guidelines:

The Village of Air Ronge will accept and review applications for Requests for Donations throughout the calendar year from not-for profit groups or service delivery organizations, groups, or individuals.

All requests received by the Village of Air Ronge will be presented to Council where it is demonstrated that they meet the following criteria:

- Confirmation of not-for-profit status or that funds are being raised for a charitable purpose or in support of a not-for-profit organization
- A community service will be provided
- A history of providing community service or a first request that demonstrates a need clearly identified in the community and a plan to satisfy that need.

Applications shall be submitted on the prescribed Request for Donations form (Schedule A) and shall include:

- For not-for-profit organizations or groups, a copy of the most recent financial statements
- A detailed budget including revenues and expenses associated with the community service addressed in the submitted request
- A description of efforts made prior to the application to seek alternative sources of funding (in-kind, fundraising, financial contributions, grants, etc.) for the community service
- Confirmation that the individual making the application has written authority to act on behalf of the organization



Applications received will be reviewed by administration for completion and adherence to policy prior to submission to Council. A recommendation report will be completed within ten business days of receipt of application by administration and will include any identified opportunities for partnership subject to alignment with previously budgeted Village programs. The completed application and recommendation report will be submitted to the next regular Council meeting.

Council will determine the amount of funding and support to grant. The following criteria will be used to evaluate Requests for Donations:

- The overall impact to the community including total number of people impacted by the requested donation, economic impact, community significance, etc.
- The location of the community service, with preference given to those within the Village of Air Ronge
- Ratio of fundraising/self-funding to the requested amount
- Established history of providing community service within the Tri-communities area
- Any other factor that Council considers significant to the request

Applications for Requests for Donations will not be approved when:

- Applicants are in arrears of payments with the Village
- Applicants have not submitted reporting required for previously approved applications
- The community service has already occurred or been fully completed
- The community service is supported or funded through political activities or school tax levies
- The application is to support entertainment or social functions with no direct community benefit

Applicants will be notified of the decision of Council within ten business days by written or electronic means. Approved fund requests will be processed by administration through the next available payment process.

A follow up report shall be submitted by the applicant to the Village of Air Ronge within 60 days of the applicant's community service. Follow up reports must include a general description of the supported activities and how funds were used.

The total amount of funding available annually under this policy is subject to the total amount of funds approved by Council in the applicable budget year.

It is possible, due to limited funds and/or large volume of applications, that not all requests meeting the established criteria will obtain funding.

Any funding and/or support, unless otherwise indicated by Council, is approved on a one-time basis. On-going annual funding should not be assumed.



Schedule A – Community Donations Policy (Year) Request for Donations Form

Applicant Name: _____

Organization Name: _____

Mailing Address: _____

Tel and/or Cell: _____ Email: _____

1. Brief description of the mission, purpose and/or objectives of your organization or group. Supporting documentation may be attached if desired.

2. Brief description of the community service for which funding is being requested, including project or event description details, timeframe, location, numbers of expected participants, community impacts and/or benefits. Supporting documentation may be attached if desired.

“Community service” means services, programs, and events of benefit to residents in the Tri-Communities area, including charitable events or any other activity or project deemed eligible by Council.

3. Amount requested: \$ _____

4. Attached to this application are a copy of the most recent financial statements; a budget including revenue and expenses for the community service; and details of any alternative funding sources pursued or obtained.

5. If approved, the applicant agrees to the following terms and conditions:

- a. The funds will be used for the purposes described in the application; and
- b. To inform the Village of Air Ronge if the community service is delayed or changed substantially for any reason.
- c. Should the event be cancelled or a decision made to not proceed with the community service, for any reason, to return any funds received within 30 days of cancellation or decision to the Village of Air Ronge.
- d. To provide a follow-up report within 60 days of the completion of the community service reporting the completion date and final costs. If any funds received from the Village of Air Ronge remain unspent they should be returned to the Village of Air Ronge with the report.

I agree to the terms and conditions outlined above. The information contained in this application is to the best of my knowledge true and correct. I am authorized on behalf of the organization or group to submit this application. I acknowledge that the contents of the application could be discussed in an open Council meeting, and consent to publication for this purpose.

Signature of Applicant

Date