

**Township of Southgate  
Administration Office**

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## **Staff Report FIN2021-015**

**Title of Report:** **FIN2021-015 2021 Donations, Grants and Funding**

**Department:** **Finance**

**Council Date:** June 2, 2021

**Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2021-015 2021 Donations, Grants, and Funding be received as information; and

**That** Council approve the application of the Durham Hospital Foundation for a grant of \$2,500 in 2021 and \$2,500 in 2022; and

**That** \$1,000 of the Durham Hospital Foundation grant in 2021 be funded from the Southgate Solar Reserve Fund.

**Background:**

Policy #3, Grant/Donation Policy, was approved by By-law 2018-043 on April 4, 2018. As the Township of Southgate benefits from the support of Community Volunteer Organizations, Individuals or Groups that provide a service to the community or represents the Community at events, Policy #3 sets the process an applicant must follow when requesting the Township's financial support. The Policy distinguishes between donation requests, grant requests, and funding requests. The policy does not apply to requests for financial support from Hospitals.

The Township accepts and reviews Request for Donation applications once per calendar year for the financial period of January to December. The application deadline is December 1 for the following fiscal year. The Policy states that the Treasurer will evaluate the requests against the Policy and budget and make a recommendation to Council in January of each year. The evaluation process includes that:

- Consideration will be given to the total number of people reached by the requested donation.
- A higher weighting will be given to those donations that serve a larger number of the Township's citizens.
- Higher weighting will be given to organizations/activities with a high ratio of fundraising or self-finance.
- Higher ratings will be given to organizations with an established history of service to the community.
- The Township will not fund projects or services that duplicate services or activities already provided by the Township or other government agencies.
- The Township will not fund school activities which are already supported through school tax levy.
- The Township will not fund entertainment or social functions with no direct tangible benefit to the Township of Southgate.
- Not-for-profit organizations or groups shall provide prior year financial reports by the first day of March of the following year to the Township

Treasurer to provide assurance the funds are historically used for their intended purposes as part of Council's consideration and final approval.

The Township accepts and reviews requests for funding or grants through-out the calendar year. Funding requests must be for one-time financial support from a not-for-profit community group or organization for a specific capital project where Council may consider approving 50% matching funding where there is demonstrated benefit to the public. Grant requests must be from a not-for-profit community group or organization for a capital project or service delivery event/program. Council may consider approving up to 100% of the funding request where there is demonstrated benefit to the Township of Southgate that supports the delivery of municipal services or that demonstrates an important benefit to the community.

All Donation, Funding and Grant applications were to be funded from Community Reserve Funds, which the Township of Southgate receives from the Eco-Park Royalties and the Samsung Solar, subject annually to the availability within the reserve fund that best fits the project and community being served.

On February 17, 2021, Council passed the following resolution:

**Be it resolved that** Council receive Staff Report FIN2021-007 2021 Donations, Grants, and Funding be received as information; and

**That** Council approve the Dundalk Agricultural Society request to redirect the 2020 Dundalk Fall Fair programming funding of \$2,500 to 2021 Dundalk Fall Fair programming; and

**That** Council approve the application of the Dundalk Dance Association for a \$500 donation to the 2021 Canadian Open Square Dancing, Step Dancing, Clogging and Fiddle Contest; and

**That** Council approve a grant of \$2,500 to the Holstein Agro Expo & Rodeo for its 2021 event; and

**That** Council approve a grant of \$2,200 to JunCtian Community Initiatives Inc., subject to the organization providing a financial plan that Treasurer deems satisfactory; and

**That** Council approve a donation of \$100 to the Dundalk & District Food Bank Christmas Cheer program; and

**That** Council approve a donation of \$100 to the Holstein and District Christmas Hamper program.

#### **Staff Comments:**

On March 11, 2021, staff sent letters to the Dundalk Agricultural Society, Dundalk Dance Association, and Holstein Agro Expo & Rodeo notifying them of the approvals and requesting that, due to the ongoing COVID-19 pandemic, one or two months prior to the event date they confirm that the event will be proceeding for the funds to be released.

On March 11, 2021, staff sent a letter to JunCtian Community Initiatives Inc. notifying them of the approval subject to providing a financial plan that the Treasurer deems satisfactory. On March 18, 2021, the organization confirmed

receipt of the letter and clarified what financial information was required. As of May 21, 2021, a financial plan had not been submitted.

On April 13, 2021, the Dundalk Dance Association provided notice that their 2021 event had been cancelled.

On May 21, 2021, staff discovered that a request for funding had been received from the Durham Hospital Foundation, via email on September 8, 2020, that had not been processed. The request was for a \$5,000 grant to help fund a new ultrasound scanner for the Durham Hospital. The request was for the fund over a two year period, \$2,500 in 2021 and \$2,500 for 2022. Staff recommends that the request be approved. For 2021, staff recommends that as the 2021 Budget only anticipated a grant of \$1,500 funded from taxation, the excess \$1,000 be funded from the Southgate Solar Reserve Fund.

**Financial Implications:**

The 2021 Budget anticipated a grant of \$1,500 to the Durham Hospital Foundation, funded from taxation.

Approval of a 2021 grant of \$2,500 would require additional funding of \$1,000, which staff recommends be taken from the Southgate Solar Reserve Fund.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council in accordance with the Southgate Community Action Plan:

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

**Concluding Comments:**

Staff recommends that Council approve the Durham Hospital Foundation grant request for \$2,500 in 2021 and \$2,500 in 2022; and as the 2021 Budget only anticipated a grant of \$1,500, funded from taxation, that Council approve the excess \$1,000 be funded from the Southgate Solar Reserve.

Respectfully Submitted,

**Dept. Head:** **Original Signed By**  
William Gott, CPA, CA, Treasurer

**CAO Approval:**     *Original Signed By*  
Dave Milliner, CAO

**Attachment:**       None