



TOWNSHIP OF AUGUSTA

DEPARTMENT:	Finance	POLICY NUMBER:	POL-0501
SUBJECT:	Municipal Donation Policy	DATE APPROVED:	04/28/2025

1. PURPOSE:

The Township of Augusta strives to promote activities that will enhance the cultural, social, and economic well-being of the community.

The purpose of this policy is to establish guidelines regarding the process of approval and remitting of municipal donations to non-profit groups, associations, and organizations.

Its objective is to treat all organizations in a consistent manner that is equitable, fair, and shares available resources throughout the community.

2. POLICY:

Township donations demonstrate Councils commitment to working with non-profit groups, associations and organizations to provide beneficial events and programs to the municipality.

Preference will be given to non-profit groups, associations and organizations that are based in the Township of Augusta and to events that will be held within its boundaries. Council may consider and remit donations to groups or activities that are held outside of its boundaries at their discretion. Approvals and donation amounts are at the sole discretion of the Council of the Corporation of the Township of Augusta.

2.1. DEFINITIONS:

- a. Benefit:** Includes cultural, social, humanitarian, environmental, recreational, economic impact, and/or increase in community participation or education
- b. Community Events:** A recurring event, a one-time or a first-time event that is of cultural, social, educational, or recreational significance to the community and its residents and is open to all members of the public.
- c. Donation:** Either a financial gift or in-kind contribution to benefit a cause, event, activity etc.
- d. In-Kind Contributions:** The provision of municipal property/facilities, materials, waiving permit fees, or resources to an applicant, and does not include the provision of cash funds to, or on behalf of the applicant. Each



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application for in-kind contribution requests will include the estimated value of the application under consideration.

e. Municipality: shall mean the Corporation of the Township of Augusta.

2.2. ELIGIBILITY CRITERIA:

Applicants should meet the following eligibility criteria in order to be considered for a donation from the Township of Augusta:

- Municipal donations are available to not-for-profit, registered charities, institutions or volunteer driven groups.
- This policy is for donations under \$500. Any requests above this amount will require a request made directly of Council.
- Preference will be given to events/projects/programs that support, sustain, promote, inform, educate, celebrate, preserve and/or provide access to the arts, culture, environment, heritage, recreation and/or well-being activities.
- Preference will be given to applicants that are based in Augusta Township and to events that will be held within its boundaries.
- Preference will be given to events of municipal, provincial, or national significance, which could bring economic and/or public relations benefit to the Township.
- Preference will be given to applicants that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

2.3 INELIGIBILITY:

Municipal donations will not be given to the following:

- Individuals.
- To organizations aligned with any political party, or to support programs or services which are political in nature.
- Activities benefiting executive or board members only.
- Activities deemed to be discriminatory, contrary to municipal policies and values, or unlawful.
- Recipients of any other grants, funds, or subsidies from the Township of Augusta

Ineligible use of funding:

- Retroactively for events that have already occurred.



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- Flow through funding (where the intent is to redistribute the funding to others).

2.4. APPLICATION PROCESS:

Applicants are required to complete the Municipal Donation Request Form (Schedule 'A') and submit it to the Clerk's Department. The form can be found on the municipal website, picked up at the Township Office (3560 County Road 26) or requested via email at officeclerk@augusta.ca.

All donation applications for the next calendar year will be due on or before November 30th of the previous year to ensure they are incorporated in the annual budget deliberations. A second intake date may be accepted into the new year at the discretion of Council, based on the available budgeted funds.

Applications may be submitted in one of the following ways:

Email	Mail	Township Office
lvltkamp@augusta.ca officeclerk@augusta.ca	Township Office Attn: Clerk's Department 3560 County Road 26 Prescott, ON K0E 1T0	3560 County Road 26 Prescott, ON K0E 1T0

2.5 APPROVAL PROCESS:

Legibly completed applications will be reviewed by Township Administration to confirm eligibility. Based on the number of requests received, completed applications will be reviewed by an evaluation committee appointed by Council and presented to Council for consideration and final approval/rejection.

The following criteria will be used to evaluate each application:

- Number of Township of Augusta residents involved (if applicable).
- How the funds will be utilized and how they will benefit Augusta Township residents.
- Demonstrated need for the service, activity, project, program, or event in the community.
- Clear goals and expected outcomes.
- Level of community involvement and number of local volunteers.
- Community response to the event, program, activity.
- The amount/type of contribution being requested.
- Whether or not previous donations have already been received.



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Applicants will be advised of the scheduled meeting date at which their application will be considered. Applicants may request to appear as a delegation to speak on behalf of their organization's application. Delegations must adhere to the requirements as outlined in the Procedural By-Law.

Applicants will be notified of the result of their request, whether approved or defeated, within ten (10) business days of the decision of Council.

Donations will be issued to successful applicants by cheque only.

2.6 CONDITIONS:

Applicants can make only one request for the year (either for one event or for the year's events). There can only be one application per organization/project/event.

Applicants must recognize Augusta Township (for example, a banner or sign at their event or social media posts before/after the event) incorporating the Township's logo in recognition of the donation.

If the amount of the donation exceeds \$300.00, a report detailing how the funds were spent and the outcome of the event must be provided to the Township of Augusta to be reviewed for future consideration within 60 days following the event.

Should an event be cancelled, the donation shall be reimbursed back to the municipality within thirty (30) days of the cancellation of the event.

The municipal donations given are not intended to be the sole source of financial support for the non-profit group, association/organization, or for the event.

Funding is provided only for the sole purpose for which it was awarded within the current fiscal year.

Donations are not to be considered a commitment to providing donations in future years.

The Township of Augusta assumes no responsibility for the activities of the organization or group, obligations relating to the donations initiative and takes no responsibility for dealing directly with vendors on behalf of the organization.



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2.7 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:

Applications will be included in the council meeting agenda and reviewed in an open, public meeting of Council.

The applicant acknowledges that any information or documents provided by them to the Township may be released pursuant to the provisions of the [Municipal Freedom of Information and Protection of Privacy Act](#). This acknowledgment shall not be construed as a waiver of any right to object to the release of any information or documents.