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**Appendix B - Updated Municipal Donation  
Policy AD-2018-01\_adopted January 2024.docx**

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**MUNICIPAL DONATION POLICY NUMBER AD -2018-01**

January 29<sup>th</sup>, 2018

EFFECTIVE DATE: JANUARY 29<sup>th</sup>, 2018 Resolution: 66-2018

Amended on March 19<sup>th</sup>, 2018 – Resolution 137-2018

Amended on January 15, 2024 - Resolution # 25-2024



**CORPORATION OF THE NATION MUNICIPALITY**  
**MUNICIPAL DONATION POLICY**  
**POLICY NUMBER: AD-2018-01**  
**APPROVAL DATE: February 5<sup>th</sup>, 2018**

**Preamble**

The Nation Municipality strives to promote activities that will enhance the cultural, social, economic well-being of the community. For this reason, the Council of The Nation Municipality is committed to receive and treat all request for financial assistance in a consistent and equitable manner.

**Purpose**

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

**Guidelines**

**Eligibility**

Municipal donations are available to groups, associations and organisations that are not for profit.

Preference will be given to non-profit groups, associations or organisations that are based in The Nation Municipality 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 his boundaries at their discretion.

Applicants can make only ONE request for the year (either for one event or for the years' events).

**Ineligibility**

Municipal donations will not be given to the following:

- Individuals;
- Organisations or activities of a political nature;
- Activities benefitting board members only;
- If an activity is deemed discriminatory, contrary to municipal policies and values, or unlawful;
- School bursaries;
- Schools
- Religious groups

Council reserves the right to consider exceptions if the proposed initiative demonstrates significant community benefit, prioritizing the greater community welfare over exclusive group interests.



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Funds

The municipal donations given are not intended to be the sole source of financial support for the non-profit group, association, organisation, nor for the event.

Application Process

Applicants must fully and legibly complete the application Form – see Annex “B”.

Applicants must recognize The Nation Municipality (for example a banner or sign at their event with The Nation logo) in recognition of the donation.

If the amount requested and given is more than \$500.00, the administration reserves the right to request a report detailing how the funds were spent.

At the discretion of Council, a donation will automatically be given to the non-profit community groups, listed in Annex “A”, at the beginning of each year. The amount given will be decided by the members of Council at the beginning of each year by resolution.

Additional funds

The members of Council reserve the right to allow additional donations to the groups listed in Annex “A” if they judge that the project benefits the community.

**Applications may be submitted one of the following ways:**

**1. Online**

Applicants may complete the integrated form found on our website at [www.nationmun.ca](http://www.nationmun.ca)

**2. Email**

Applicants may email the completed form to the Clerk at [admin@nationmun.ca](mailto:admin@nationmun.ca)

**3. Mail**

Applicants may mail the completed form found at annex “B” to:  
The Nation Municipality Clerk  
958 Route 500 West  
Casselton ON K0A 1M0



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**4. In person**

Applicants may hand deliver completed forms to one of our two municipal offices

**Head Office**

958 Route 500 West,  
Casselman ON K0A 1M0  
Monday to Friday: 8:30 a.m. to 12:00 p.m. and 12:30 p.m. to 4 p.m.

**Satellite Office**

3248 County Road 9,  
Fournier ON K0B 1G0  
Monday to Friday, 8:30 a.m. to 12:00 p.m. and 12:30 p.m. to 4 p.m.

Deadline

To aid in fund allocation planning, we ask that all application forms be submitted by January 30<sup>th</sup> of that year. A second round of applications will be processed if received by June 30<sup>th</sup> of that year.

Other requests may be reviewed anytime during the year at the discretion of Council.

The Council meetings are listed in community events calendar: [The Nation Municipality - Community Events Calendar](#)

Approval Process

All properly completed and legible application forms will be presented to Council during a meeting. To be approved, the members of Council must pass a resolution approving the donation and amount given.

Approvals and amounts given are at the sole discretion of the members of Council.

Applicants will be notified of the result, whether approved or rejected, within seven business days. An official letter, with the donation if applicable, will be sent within 4 weeks.

Cancellation

If your event is cancelled or if the non-profit group, association or organisation is disbanded and funds have been received, a full refund must be made to The Nation Municipality within 30 days of the notice of cancellation or closure.

Signed: \_\_\_\_\_

Josée Brizard, CAO-Clerk



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**Annex A**

**Section A:**

The following groups, located in The Nation Municipality, will be automatically given a donation at the beginning of the year, to be taken from the United Counties of Prescott & Russell donation account. The amount is to be decided by the Council members at the beginning of the year by resolution.

**Seniors' Groups**

- Club le Bonheur, Limoges
- Club le Réveil, Fournier
- Nation Area Seniors, Fournier
- Club Renaissance, St-Isidore
- Comité Consultatif de St-Bernardin

**Optimist Clubs**

- St-Albert Optimist Club
- St-Isidore Optimist Club
- Limoges Optimist Club
- Forest Park Optimist Club

**Section B:**

The following community groups, located outside of The Nation Municipality, will receive half of the amount given to the community groups listed in section A :

- Casselman Optimist Club
- Casselman Senior's Club (Club 60)

**Inactive groups**

Groups who are inactive at the time of the resolution will not be given any donation.

**Additional donations**

The members of Council reserve the right to allow additional donations to the above groups if they judge that the project benefits the community.



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**Annex B**

**Section A – Organization’s Information**

Name of organization: Click here to enter text.

Mailing Address: Click here to enter text.

Telephone number: Click here to enter text. Fax or Email: Click here to enter text.

Contact Person Name: Click here to enter text.

Contact Telephone Number: Click here to enter text. Email: Click here to enter text.

**Section B – Application Summary**

Is your request for:     1 activity / Event;     For the year’s activities;

*Note that only one donation will be given per application / organization per year.*

Amount Requested Click here to enter text. \$

If the amount is more than the amount previously given, please justify: Click here to enter text.

Name of activity or list of activities: Click here to enter text.

Description of activity / activities’ summary: Click here to enter text.

Start date / End date of activity / List of dates: Click here to enter text.

Location of activity / activities: Click here to enter text.

Is admission free?  Yes/ No, the admission fee is Click here to enter text.

Describe how The Nation will be recognized during your event(s)? Click here to enter text.

**If the amount requested and given is more than \$500.00, the administration reserves the right to request a report detailing how the funds were spent.**

If applicable, the organism consents to sending a report to The Nation Council:  Yes/ No,

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

*Don’t forget to submit your event to [communication@nationmun.ca](mailto:communication@nationmun.ca) to be included in our Community Events Calendar.*