



# Staff Report

## Finance and IT Services

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**Report To:** Council  
**Meeting Date:** June 1, 2020  
**Report Number:** FAF.20.097  
**Subject:** Grants and Donations – Guidelines and Criteria for Community Donations for COVID-19  
**Prepared by:** Ruth Prince, Director of Finance and IT Services

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### A. Recommendations

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THAT Council receive staff report FAF.20.097, entitled “Grants and Donations – Guidelines and Criteria for Community Donations for COVID-19”;

AND THAT Council approve the Guidelines and Criteria and Timeline as attached to this report.

### B. Overview

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The staff report is for Council to approve the Guidelines and Criteria and Timeline for the acceptance and review of applications and the disbursement of the funds that were raised to support the community as a result of the COVID-19 pandemic.

### C. Background

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In 2019, Council authorized the development of a formal Committee of Council being the Grants and Donations Committee that includes members of Council and members of the public to have oversight for the fundraising and the disbursement of the grants and donations program.

The Town established a COVID-19 Task Force and one of the initiatives was a community donation to raise funds to support the community during these difficult times. The Grants and Donations Committee will make recommendations to Council as to the disbursements of the funds.

### D. Analysis

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In addition to the annual program for 2020, the Town of The Blue Mountains COVID-19 Recovery Task Force via the Grants and Donations Committee has successfully raised funds to support food and essential living insecurity issues in the community resulting from the COVID-19 pandemic. The Grants and Donations Committee would like to accept applications for review and consideration from organizations who can assist the Town in providing COVID-19 support to the community and make recommendations to Council to grant funds to those

organizations that best meet the guidelines and criteria. The Guidelines and Criteria for Community Donations for COVID-19 have been tailored for this purpose.

## **E. The Blue Mountains Strategic Plan**

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Goal #4: Promote a Culture of Organizational and Operational Excellence  
Objective #4: To Be a Financially Responsible Organization

## **F. Environmental Impacts**

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None.

## **G. Financial Impact**

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The Town of The Blue Mountains COVID-19 Recovery Task Force via the Grants and Donations Committee successfully raised \$10,925 to date to support the community as a result of the COVID-19 pandemic.

## **H. In consultation with**

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Peter Bordignon, Grants and Donations Committee  
Rob Sampson, Grants and Donations Committee

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Ruth Prince, Director of Finance and IT Services at [directorfit@thebluemountains.ca](mailto:directorfit@thebluemountains.ca).

## **J. Attached**

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1. Grants and Donations Guidelines and Criteria for Community Donations for COVID-19

Respectfully Submitted,

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Ruth Prince  
Director of Finance and IT Services

For more information, please contact:  
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## **Town of The Blue Mountains Grants and Donations Program Guidelines and Criteria for Community Donations for COVID-19**

**Approved <MM/DD/YYYY>**

The Town of The Blue Mountains Council through the Grants and Donations Committee of Council will consider requests from groups or individuals that demonstrate an ability to meet pre-established [guidelines and criteria](#), as listed below and approved by The Grants and Donations Committee and Council.

The Town of The Blue Mountains COVID-19 Recovery Task Force via the Grants and Donations Committee has successfully raised funds to address possible food and essential living insecurity issues in the community resulting from COVID-19.

### **Guidelines and Criteria**

1. The Grants and Donations Committee is asking that the applying organization submit a letter indicating how they can assist the Town in providing COVID-19 related food/grocery/essential needs support to the community resulting from COVID-19.
2. Grants are given only to not-for-profit organizations which, in the judgment of the Grants and Donations Committee of Council, make a unique contribution to the food/grocery/essential needs support of the community.
3. The food/grocery/essential needs support to the community must be located in our community and supply food/grocery/essential needs support to the Town of The Blue Mountains community.
4. The Grants and Donations Program funds operating projects, events or activities only, and does not fund capital projects or debt payments.
5. Organizations eligible must demonstrate managerial expertise and good financial management. Only one application letter per organization will be accepted for consideration.
6. The applicant's organization, within the fiscal year, must spend grant funding on the purpose for which it was awarded. Note: As part of the application consideration process, the Grants and Donations Committee encourages applicants to make themselves available for a presentation and interview process that will be public.

Note: Grants and Donations Funding cannot be used to fund/pay off deficits.

Note: All organizations meeting the criteria will not necessarily receive a grant or the amount for which they applied. Grant allocations are dependent on individual application letter review and the amount of grants and donations funding available. Each application letter will be reviewed by Town Staff prior to review by the Grants and Donations Committee of Council. All applicants will be notified of the results from the initial review prior to the applications being presented to the Committee of the Whole for decision. Below is the proposed timeline for the program:

<b>Date</b>	<b>Action</b>
June 2, 2020	Release application on the Town's web site.
June 16, 2020	Applications are closed.
Week of June 22	Grants and Donations Committee will make recommendations to Council.
June 29, 2020	Council approves the recommendation of the Grants and Donations Committee.

The amount of funds available to be distributed will be determined by the Grants and Donations Committee and will largely be a function of the fundraising success of that Committee.

Note: As part of the application consideration process, the Grants and Donations Committee encourages applicants to make themselves available for a presentation and interview process that will be public.