



Policy Number ADM_2024-01	Municipal Donation and Grant Policy
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PURPOSE:

This policy outlines the framework within which Riverdale Municipality allocates donations and grants to eligible organizations and initiatives within its jurisdiction. The purpose of this policy is to ensure transparency, fairness, and accountability in the distribution of municipal funds, while also aligning with the municipality’s strategic objectives and community needs.

Objectives

- To support organizations and initiatives that contribute to the social, cultural, environmental, and economic well-being of the community.
- To ensure funds are distributed equitably among eligible applicants.
- To encourage collaboration and partnerships among municipal entities, non-profit organizations, and community groups.
- To promote accountability and responsible stewardship of public funds.

Eligibility Criteria

To be eligible for municipal donations and grants, organizations and initiatives must meet the following criteria:

- Must be registered and in good standing with relevant regulatory authorities.
- Must operate within the boundaries of Riverdale Municipality.
- Must demonstrate alignment with the municipality’s strategic priorities and community needs.
- Must have a clear mission and objectives that contribute to the betterment of the community.
- Must have sound financial management practices and provide annual financial statements.
- Must comply with all municipal permitting and regulations.

Types of Funding

- The municipality may provide funding through the following mechanisms:
- a. Donations: One-time financial contributions provided to eligible organizations or initiatives for specific projects, events, or activities that benefit the community.
 - b. Grants: Financial assistance awarded to eligible organizations or initiatives to support ongoing operations, capacity-building efforts, or programmatic activities.

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Application Process

Organizations seeking municipal donations or grants must submit a formal application to Riverdale Municipality.

Applications must include detailed information about the organization/initiative, the proposed project or activity, budgetary requirements, expected outcomes, and any other relevant documentation.

Applications will be reviewed based on the eligibility criteria outlined in Section 3, and funding decisions will be made in accordance with available budgetary allocations and strategic priorities. Applications will be reviewed two times per year with the application deadline being March 31st and August 31st. Successful applicants will be notified prior to April 30th and September 30th.

Evaluation and Monitoring

Recipients of municipal donations and grants will be required to provide Final reports on the use of funds, project/program outcomes, and any challenges or issues encountered.

The municipality reserves the right to conduct site visits, audits, or other forms of monitoring to ensure compliance with funding agreements and municipal policies.

Funding may be withheld or revoked if recipients fail to meet reporting requirements, demonstrate financial mismanagement, or engage in activities that are inconsistent with the municipality’s values or objectives.

Public Accountability

The municipality will maintain transparency in its donation and grant-making process by publicly disclosing information about funded projects, recipients, and funding amounts.

Annual reports summarizing the municipality’s contributions to community organizations and initiatives will be made available to the public.

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