



Community Donation, Grant, and Sponsorship Fund Policy

Category: Public

Date for Review: May 2023

Approved By: **ICGF#563/05/16/2022 and ICGF#565/05/16/2022**

Previous Versions: Six Nations Council
Donation Fund Policy 2009, 2013

Effective Date: May 16, 2022

1. Purpose

1.1 The Six Nations of the Grand River Elected Council (SNGREC) is committed to the betterment of the community and its members. SNGREC has regularly supported individuals and organizations that foster community volunteerism and engagement; facilitate events and activities that lead to positive growth, achievement, healthy development; and the betterment of our community. This policy is designed to ensure that all requests for Funding from SNGREC are made according to established and common criteria.

2. Policy Statement

- 2.1 All requests for Funding from SNGREC shall only be considered in accordance with this policy. SNGREC will not approve any Funding requests that do not comply with this policy.
- 2.2 Individuals or Community Associations that approach departments or programs for Funding should be referred to this Policy.

3. Definitions

- 3.1 “SNGREC”- means Six Nations of the Grand River Elected Council.
- 3.2 “Adult”- an individual Six Nations member who is 18 years or older and not attending school.
- 3.3 “Applicant” shall refer to any youth, adult or Community Association seeking a donation from SNGREC.

- 3.4 “Community Association”- Organizations that are recognized as having a non-profit or charitable purpose and are located on the Grand River Territory, and includes sports teams.
- 3.5 “Donation” – means any funds or waived rental fees provided to an Individual or Community Association pursuant to Part 1 of this Policy.
- 3.6 “Funding” – means Donations, Grants, Grants-in-Kind, and Sponsorships
- 3.7 “Grant” – means an amount of money or an in kind contribution provided by SNGREC for a specific project/event including waiving rental fees on SNGREC owned facilities pursuant to Part 2 of this Policy.
- 3.8 “Fiscal Year” shall refer to the one year period commencing April 1st and ending on March 31st.
- 3.9 “Parent/Guardian”- the natural parent, adoptive parent or legal guardian of a child or infirm person who is eligible for a donation.
- 3.10 “Proven Costs”- Costs that can be verified by invoices or other acceptable documentation confirming the expense, the date and the creditor/seller.
- 3.11 “Sponsorship” – means an amount of money or an in kind contribution provided by SNGREC, pursuant to Part 2 of this Policy, in which SNGREC will receive something in exchange including but not limited to:
- (a) Tickets to an event;
 - (b) The purchase of a table to a fundraising dinner;
 - (c) Entrance of a team for a tournament; or
 - (d) Combinations of benefits or other activities through which SNGREC may be publicized.
- 3.12 “Youth”- all individual Six Nations members who are either under 18 or 18 to 25 years old and still in school.

PART 1 – DONATIONS

4. Scope

- 4.1 Part 1 applies to all requests for Donations.

4.2 An Individual is eligible to receive a Donation for up to \$750 in accordance with Part 1 of this policy.

4.3 A Community Association is eligible receive a Donation for up to \$1500 in accordance with Part 1 of this policy. Requests from Community Associations for more than \$1500 shall be considered in accordance with Part 2 of this policy.

5. Donations

5.1 On an annual basis, SNGREC may make funds available for Donations for individuals and Community Associations.

5.2 Only applications which are completed correctly will be considered by the Donation Committee.

5.3 All applicants must make an attempt to raise some funds on their own and to document these efforts. These funds must be reported in their application.

5.4 An individual or association may receive only one donation in a fiscal year. If an individual applies on behalf of an association, that individual may also apply for a donation under the youth or adult fund.

5.5 All Individual applicants must complete a minimum of 4 volunteer hours which benefit the Six Nations community in order to be eligible to receive a donation.

5.6 All Community Association applicants must demonstrate that it or its members have completed a minimum of 8 volunteer hours which benefit the Six Nations community in order to be eligible to receive a donation.

5.7 Volunteer service cannot be done to benefit either the applicant's family, or the organization applying for a donation.

5.8 Applicants with a disability may be exempted from the volunteer requirement at the discretion of the Donation Committee.

5.9 Applicants must provide one credible, written reference attesting to the character of the applicant. This reference cannot be from a member of the applicant's family.

5.10 Where the applicant is a Community Association, the association must present documentation of the association's decision to submit an application. Documentation may include a signed resolution, minutes, a letter signed by

someone with signing authority within the association or anything with similar evidentiary value, which clearly states:

- (a) The person designated to apply on the associations behalf, as well as their role within the association;
- (b) The scope and mandate of the decision; and
- (c) The date.

5.11 All applications will be reviewed by the Donation Committee for completeness and approval.

5.12 The deadline for all applications is the third Friday of every month at 4:00 pm. Late applications will be considered in the following month.

5.13 The Donation Committee may meet at any time to discuss an application if, in the opinion of the Donation Committee, it is an urgent request.

6. Funding Categories

6.1 The Donation Committee shall review applications for eligible costs related to projects, events, education and personal care that fall within the following funding categories:

- (a) Arts & Culture - Any activity, event or project that focuses on the preservation, creation, and promotion of Haudenosaunee culture and art shall be classified as an application to this category. This category shall include traditional and contemporary arts, language, history or spirituality.
- (b) Recreation - An event, activity or project that creates recreational opportunities, encourages participation in such opportunities, or develops constructive behaviour through recreation.
- (c) Community - An event, activity or project that creates awareness in the community, promotes unity, inclusiveness, and participation at the community level or develops or demonstrates community pride shall be considered.
- (d) Education – Post secondary, training program or workshops that educates and promotes healing, well-being and community awareness.
- (e) Health- Assistance in ones overall health and well-being and quality of life.

7. Eligible Costs

7.1 At the discretion of the Donation Committee, eligible costs include, but are not limited to:

- (a) Registration costs;
- (b) Lessons;
- (c) Accommodations and travel;
- (d) Facility rental;
- (e) Equipment, including uniforms; and
- (f) Awards;
- (g) Any expense or event which the Donation Committee deems does fall into the funding categories or other criteria as outlined in this policy.

7.2 Payment can be made directly to the Applicants once proof of payment or invoices have been received with the Application or submitted separately.

8. Ineligible costs/projects include:

8.1 At the discretion of the Donation Committee, ineligible costs include, but are not limited to:

- (a) Costs related to school trips or vacation travel;
- (b) Clothing;
- (c) For profit business ventures;
- (d) For profit events;
- (e) Government agencies;
- (f) Child care costs;
- (g) Operating costs;
- (h) Debts;
- (i) Fees for Officials;
- (j) Honoraria/salary/wages;
- (k) Political demonstrations;
- (l) Computers/laptops;
- (m) Spending money, for example, for souvenirs;
- (n) Any event likely to cause controversy;

- (o) Any event involving alcohol; or
- (p) Any expense or event which the Donation Committee deems does not fall into the funding categories or other criteria as outlined in this policy.

9. Ineligible applicants include:

9.1 At the discretion of the Donation Committee, ineligible applicants include, but are not limited to:

- (a) Chaperones;
- (b) Any association, organization, group or department that receives annual budgeted funding from SNGREC for operational/administrative expenses;
- (c) Any for-profit event;
- (d) Any applicant or event which the Donation Committee deems does not fall into the acceptable criteria outlined in this policy.

9.2 The following people may only apply on behalf of an association or a youth:

- (a) Members of Council;
- (b) Members of the Donation Committee;
- (c) Senior Directors/Managers;
- (d) The Chief Executive Officer: and
- (e) Chief Financial Officer.

10. Donation Committee

10.1 The Chief Executive Officer shall appoint a Donation Committee of administrative staff and, when available, a community member(s) to screen applications in accordance with this policy.

10.2 The amount received by an Applicant will be determined by the Donation Committee based on criteria outlined by this policy.

10.3 The Donation Committee shall exercise its best discretion when reviewing applications and making recommendations for approval of applications.

10.4 All Applications are subject to available funding.

11. Notification/Announcements

11.1 All applicants will be notified by the Donation Committee whether their application was funded or rejected and the notification shall be accompanied by any reason for the applications rejection.

12. Decision of the Committee

12.1 All decisions of the Donation Committee are final. Nothing in this policy prevents an Applicant from re-applying.

PART 2 – GRANTS AND SPONSORSHIPS

13. Scope

13.1 Part 2 applies to all Community Associations seeking a Grant or Sponsorship in excess of \$1500 from SNGREC. Any requests from Community Associations for less than \$1500 must adhere to Part 1 of this Policy.

13.2 Individuals are not eligible for a Grant or Sponsorship. All requests for funding from Individuals must adhere to Part 1 of this Policy.

14. Eligibility

14.1 In order to be eligible for a Grant or Sponsorship an organization must meet the following criteria:

- (a) The organization must be non-profit;
- (b) The organization must be a Community Association;
- (c) The organization must not have already received a Grant or Sponsorship in the current fiscal year;
- (d) The organization is not providing, or proposing, a service which is provided by a group or organization that is funded by or through SNGREC; and
- (e) The organization is willing to provide a detailed written evaluation and financial report of the use of the Grant or Sponsorship at the end of Project.

14.2 The following Organizations are not eligible for a Grant or Sponsorship:

- (a) Organizations that have previously received funding from SNGREC in the current fiscal year;
- (b) Any association, organization, group or department that receives annual budgeted funding from SNGREC for operational/administrative expenses;
- (c) Any for-profit organization; and
- (d) Any Organization or project which the Donation Committee deems does not fall into the acceptable criteria outlined in this policy.

14.3 The types of projects that shall not be eligible for a Grant or Sponsorship are those that are:

- (a) Of a political nature;
- (b) Likely to create controversy;
- (c) Being run by a for profit or non-community organization; or
- (d) Not open to the general public.

15. General Guidelines

15.1 All applications for a Grant or Sponsorship must be submitted prior to the start date of the event for which funding is being requested, if applicable, no applications will be considered after the event has started or taken place.

15.2 Only proposals which are completed correctly will be considered.

16. Proposals

16.1 Proposals, must at a minimum, demonstrate:

- (a) The amount being requested;
- (b) What the funding will be used for, including a proposed budget;
- (c) Degree to which the event/project will support the enhancement of the quality of life at Six Nations;
- (d) How the proposed project/event aligns with SNGREC comprehensive community plan.
- (e) A demonstration of need in the community for the project/event;
- (f) How the organization will acknowledge SNGREC's contribution to the project/event;

- (g) Other funding already secured;
- (h) Any anticipated funding;
- (i) A profile and history of the organization and its activities; and
- (j) Documentation of the association's decision to submit an application.
 - (i) Documentation may include a signed resolution, minutes, a letter signed by someone with signing authority within the association or anything with similar evidentiary value, which clearly states the organization's decision to apply.

17. Proposal Review

17.1 All proposals for a Grant or Sponsorship shall be reviewed by the Donation Committee and the Chief Financial Officer or his/her designate.

17.2 Proposals shall be screened according to the following criteria:

- (a) The demonstrated ability of the project/event to reflect SNGREC's priorities as outlined in the comprehensive community plan;
- (b) The quality of the application, and clarity of project/event objectives, reporting, deliverables, and outcomes;
- (c) The overall quality, demonstrated need for, and distinctiveness of the project/event;
- (d) The demonstrated ability of the organization to carry out the project/event;
- (e) The anticipated impact on the quality of life at Six Nations;
- (f) Opportunity for community involvement (e.g. volunteers, participants);
- (g) Demonstrated proof of additional funding and financial partners; and
- (h) The availability of funds for the Grant or Sponsorship.

17.3 The Donation Committee and the Chief Financial Officer or his/her designate shall dismiss any proposal that is, in their opinion, not completed correctly or is ineligible pursuant to section 14.

17.4 The Donation Committee and the Chief Financial Officer or his/her designate shall make a recommendation to SNGREC on the proposal. The recommendation shall include:

- (a) the amount, if any, that should be provided to the organization;

- (b) any constraints that they believe should be placed on the funding;
- (c) any conditions that they believe should be met prior to the release of any funds; and
- (d) any other conditions that they believe are prudent in the situation.

17.5 SNGREC shall consider all recommendations and make a final decision on the proposal.

18. Responsibility

18.1 The Chief Executive Officer is the Procedural Authority and is authorized to approve any procedures, guidelines, applications, and forms that are required for the implementation of this policy.

18.2 The Director of Policy, Records and Communication in consultation with the Chief Financial Officer is the Position Responsible and is accountable for ensuring: the ongoing accuracy of the policy; that any procedures, guidelines, and forms are developed and approved by the Procedural Authority; that the policy is reviewed when scheduled; and that the distribution requirements are met.

18.3 The Donation Committee is the Implementation Body/Position and is responsible for ensuring that the policy is enforced and implemented in a timely manner.

19. Authorization

19.1 This policy was approved by the Six Nations Elected Council at the General Council Meeting held on November 27, 2012 by **(GC#851-11/27/2012)** to be effective on January 1, 2013. This policy shall repeal and replace previous policies on youth, adult and community association donations.

19.2 This policy was approved by the Six Nations of the Grand River Elected Council at the General Finance Meeting held on May 16, 2022 by **(ICGF#563/05/16/2022 and ICGF#565/05/16/2022)** to be effective **May 16, 2022**. This policy shall repeal and replace previous policies on youth, adult and community association donations.