



MUNICIPAL DONATION/GRANT POLICY

Purpose

The purpose of this policy is to structure donations/grants of municipally owned resources in limited amounts to residents and organizations within the Hamlet of Tuktoyaktuk's municipality for purposes related to the well-being of the community and the growth and/or recognition of individuals/groups in the community.

Eligible Resources

Municipally owned resources eligible for donation/grants include:

- Use of a municipally owned facility (rental fee waived/reduced)
Note: Damage deposits cannot be waived for any event held in a municipally owned building.
- Municipal staff support (expertise) for an event (wages waived/reduced)
- Use of municipally owned equipment (rental fee waived/reduced)
- Use of municipally owned materials (rental fee waived/reduced)
- Cash donations not exceeding the following to those living in Tuktoyaktuk:
INDIVIDUALS
 - \$400.00 to individuals travelling outside the Beaufort Delta Region.
 - \$200.00 to individuals travelling within the Beaufort Delta Region.

GROUP:

- \$800.00 to groups travelling outside the Beaufort Delta Region.
- \$600.00 to groups travelling within the Beaufort Delta Region.

Guidelines

1. All requests for donations/grants should be directed in writing to the Mayor and Council of the Incorporated Hamlet of Tuktoyaktuk well in advance of the event so that the request can be considered at a regularly scheduled Hamlet Council Meeting.
2. All requests will be assessed based on availability of the requested resource, potential financial impact to the municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact.
3. There will be on-going consideration given to providing recognition in the form of donations/grants to local elementary and secondary schools.
4. Donations/grants made by the municipality are not to be regarded as a commitment by the municipality to continue such donations/grants in the future.
5. No donation or grant will be considered unless specifically authorized by Mayor and Council in the form of a resolution of support.
6. In making donations/grants, the municipality may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding donations/grants are final.
7. Every individual/group who receives a donation from this grant must report back to the Hamlet of Tuktoyaktuk within two weeks after the event.

Eligibility

1. Applicants must demonstrate the need for the specific request. Each request must identify a specific defined benefit and outcome. Each request must contain the date, hours, and requested municipal resource.
2. The municipality reserves the right to limit the number of donations/grants to two (2) times per fiscal year made to an individual per fiscal year.
3. Applicants must be a resident of the municipality of the Hamlet of Tuktoyaktuk.
4. The Hamlet Council's decisions regarding eligibility are final.

Donation or Grant Requests must be made in writing and be addressed to Mayor and Council. Donations and/or Grants will be authorized by Hamlet of Tuktoyaktuk Council in the form of a resolution, at regularly scheduled Town Council Meetings. Applicants should contact the Hamlet Office to determine when their request will be reviewed and to ensure approval is received prior to proceeding with the event.

Approved by Hamlet Council by motion #252-17 this 16th day of August 2017.



MAYOR



SENIOR ADMINISTRATIVE OFFICER