

Township of Melancthon

Grant and Donation Policy

Effective Date: November 6, 2025

Approved By: Council Resolution



1. Purpose

The purpose of this policy is to establish a fair, transparent, and consistent process for the consideration and distribution of municipal grant and donation funds. The Township of Melancthon recognizes the valuable contributions of community organizations, local events, and volunteer groups that enhance the quality of life for residents. This policy ensures that limited municipal funds are allocated in a manner that supports community benefit, aligns with Council priorities, and maintains fiscal responsibility.

2. Scope

This policy applies to all requests for financial assistance, in-kind support, or fee waivers submitted to the Township of Melancthon by community organizations, non-profit groups, or individuals seeking municipal support for local initiatives or events.

3. Guiding Principles

- **Transparency:** The process for applying and approving grants shall be open and consistent.
- **Equity:** All applicants will be evaluated based on consistent criteria.
- **Accountability:** Recipients must use funds for their approved purpose and may be required to provide a brief report or proof of expenditure.
- **Fiscal Responsibility:** Funding levels will be reviewed annually as part of the Township's budget deliberations.

4. Eligibility Criteria

To be eligible for consideration, applicants must:

1. Be a non-profit organization, community group, or volunteer-based organization operating within the Township.
2. Provide services, programs, or events that benefit Township of Melancthon residents.

3. Demonstrate a need for financial assistance and show other funding or fundraising efforts.
4. Submit a completed application form and any required supporting documentation by the annual deadline.

The following are not eligible:

- For-profit businesses or individuals seeking personal financial assistance.
- Political organizations or activities.
- Religious organizations, unless the program or event benefits the general public.
- Groups with outstanding debts to the Township of Melancthon.
- Funding requests for retroactive events or projects.

5. Application Process

5. Applications must be submitted on the official Grant and Donation Application Form by November 5th for the following years Budget,
6. Late or incomplete applications may not be considered.
7. Applications will be reviewed by staff and presented to Council for consideration during annual budget deliberations.
8. Council may approve, deny, or amend requested amounts based on available funding and community benefit.
9. Successful applicants will be notified following Council approval.

6. Budget Allocation

The total amount available for community grants and donations will be established annually by Council during the Township's budget process. Funds will not be carried forward year to year unless otherwise directed by Council.

7. Accountability Requirements

- Use the funds only for the purpose approved by Council.
- Acknowledge the Township of Melancthon's contribution in event materials, signage, or communications where applicable.
- Provide, upon request, a short written summary or financial statement showing how the funds were used.

Failure to comply may result in ineligibility for future funding.

8. Administration

This policy will be administered by the Treasurer, or designate. Council retains final approval authority for all grant and donation allocations.

Appendix A: Grant and Donation Application Form
Township of Melancthon

Community Grant and Donation Application Form

Application Deadline: November 5, of the preceding year.



1. Applicant Information

Organization Name:	
Mailing Address:	
Contact Person:	
Phone Number:	
Email Address:	
Type of Organization:	☐ Non-profit ☐ Community Group ☐ Other (specify): _____

2. Project / Event Information

Name of Project or Event:	
Date(s):	
Location:	

Brief Description of the Project or Event:

How does this project/event benefit the residents of the Township? (Attach additional information if necessary)

3. Funding Request

Total Project/Event Cost:	\$ _____
Amount Requested from Township:	\$ _____
Other Sources of Funding (grants, fundraising, etc.):	
Have you received Township funding before?	☐ Yes ☐ No
If yes, please specify year(s) and amount(s):	

4. Supporting Documentation (if applicable)

Please attach:

- A brief project or event budget.
- A copy of your organization's most recent financial statement (if available).
- Any promotional material or letters of support (optional).

5. Declaration

I/we declare that the information provided in this application is true and complete to the best of my/our knowledge and that the funds received will be used only for the purpose stated.

Signature: _____ Date: _____

Print Name: _____ Position/Title: _____

Submit Completed Applications To:

Township of Melancthon

Attn: Sarah Culshaw - Treasurer

157101 Highway 10, Melancthon, ON L9V 2E6

sculshaw@melancthontownship.ca

519-925-5525