

VILLAGE OF PUGWASH
Policy Statement: Requests for Donations and Grants

Organizations

Prior to February 1st in each year, the Village Administrator should send out a letter to all organizations who have received a donation or grant from the Village Commission in previous years and any new inquiries that are referred to the commission for funding, and further, place an advertisement in the local newspaper regarding grant applications. These organizations should be advised that a submission must be filed prior to March 31st of each year.

Individuals

Individual requests for donations will be accepted by the Village Administrator during open office hours.

Not all requests for funding received by March 31st of each year will be included in the budget for the year. Requests after March 31st of each year will be considered only if budget funds are available. For individuals, a lump sum will be added to the budget that will only be disbursed to individuals, since in most cases they are unable to know their request for donations.

In-Kind Grants

The Village Commission will consider grants for the following:

- a) Staff Time
- b) Rental Fee

The exact in-kind contribution shall be determined on a case-by-case basis.

As a funding contributor, the Village of Pugwash is to be cited as sponsor of the event in all printed and online advertising.

Maximum Donations

- ‡ Individual donations of \$100.00 may be made to persons who live in Pugwash and surrounding area, provided the individual is recognized nationally.
- ‡ Individual donations of \$50.00 may be made to persons at the discretion of the Village Commission.
- ‡ Donations up to \$500.00 may be made to national and international organizations supporting disaster relief.

Maximum Grants

Grants of up to \$5000.00 may be made to non-profit organizations holding fund raising projects in the Village of Pugwash. Profits of which are to be used to enhance projects in the Village.

VILLAGE OF PUGWASH GRANT APPLICATION

Name of Organization or Individual:		
Address:		
Phone: ()		Fax: ()
Email:		
Is your organization incorporated as a non-profit organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Incorporation Number: _____	Jurisdiction of Incorporation: _____	

Do you wish to make your request to the Commission at a regular commission meeting?
 Yes No (Time allotted: 15 minutes)

Are you requesting a cash donation? If yes, how much? \$ _____

What are the funds to be used for?

If you are not requesting a cash donation, please describe the nature of the grant in kind you are requesting, ie: rental fee waiver; which facility; assistance of Village staff; date required; etc.

Does your organization do fundraising? Yes ___ No ___. If yes, what other organizations do you request funds from?

Other additional information pertinent to your application:

NOTE: Please attach your latest financial statements and projected budget for the current fiscal year with this application.

Signature of Applicant

Date