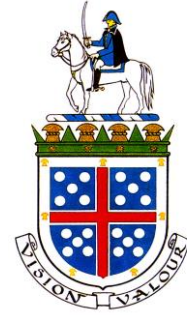


COUNTY OF WELLINGTON

POLICY & PROCEDURE MANUAL



DEPARTMENT: C.A.O./CLERK'S

POLICY NUMBER

SECTION: CLERK'S

EFFECTIVE DATE: June 1, 2008

SUBJECT: GRANT APPLICATION POLICY

AUTHORITY: Wellington County Council

PURPOSE:

To establish a set of guidelines for the County to provide financial assistance to not-for-profit organizations by means of a grant.

PROCEDURES:

An applicant must meet the following criteria in order to be considered for a grant:

1. The grant application must be submitted to the Clerk by the specified date and time as printed in the application page.
2. The grant application form must be completed in full, with all requested information attached.
3. The applicant must be operating as a not-for-profit organization.
4. The applicant must have a formal organizational structure (i.e. a Board of Directors, Committee Structure, or a structure similar in nature).
5. The applicant must be providing services, products, etc. that are benefiting the County of Wellington and its residents.

Council may give special consideration to entities that do not meet all criteria but are requesting funds for emergency or disaster relief.

All requests over \$2,000 will be considered by the Administration, Finance and Personnel Committee as a special grant request.

ORGANIZATIONS EXEMPT FROM THE FORMAL APPLICATION PROCESS:

The following Organizations that fall under this category are exempt from the formal grant application process:

1. All Agricultural Societies within Wellington County
2. Wellington 4H
3. Wellington Farm and Home Safety
4. Wellington County Plowmens Association
5. Wellington Soil and Crop Improvement
6. Wellington County Cattlemen's Association

In order to apply for a grant, a letter must be sent to the County from the exempted organization(s). The letter must identify the need for a grant for the year in question and the general intent of use of the funds. The County must receive the letter annually before any grant funds are to be forwarded to the organization(s). These letters must be received by November 30th.

The Committee will review the Organizations listed every year. Any changes (additions or deletions) to this section will be communicated to the affected Organizations in writing.

Community Programmes that apply for a grant will be allotted a maximum of \$2,000 per application.

Community Events that apply for a grant will be allotted a maximum of \$2,000 per application.