

# Hazel McCallion Charitable Fund Donations Policy

The Hazel McCallion Charitable Fund is a federally licensed charity established to provide funding for Mississauga organizations and individuals in need. The Fund receives money from the annual Hazel McCallion golf tournament and from public donations. The Fund is administered by a volunteer board of directors and is incorporated within Mississauga. Financial statements are audited and available for public scrutiny.

## Donations Policy

All grant requests of more than \$1,000 must be presented to the Board of Directors of the Fund for approval and supported by a written application as detailed below.

Priority will be given to charities with youth orientation.

Grants that will make a difference or are for emergency situations will be given highest priority. Grants for ongoing operations will only be considered under these two circumstances.

All grant requests must be submitted to the board on or before March 31<sup>st</sup> for consideration in that calendar year.

Requests must be accompanied by a completed Grant Application Form with all the requested information and material including:

- Name, address, telephone number, contact person name and e-mail address of the organization seeking funds; a description of the organization including number of years in existence, types of activities undertaken; mission statement and mandate; number of people or approximate number of people participating in the programs including volunteers; whether the charity has previously received assistance from the Hazel McCallion Charitable Fund and how much; and an outline of the project(s) for which funds are being sought.
- A copy of current financial statements, a budget for the coming year and a financial outline of the project(s) in question.
- If the organization is incorporated the date of incorporation. Similarly, if the organization is a registered not-for-profit charity a Registration/Business number.

- The geographic area in which the applying charity operates and the number of people associated with the charity in anyway who reside in Mississauga.
- The name and city of residence of the executive, officers and Board of Directors of the applicant
- A list of other funding received by the charity including amounts.
- Three community references not directly connected to the applicant organization.