**Junior League of Hamilton-Burlington, Inc. Policies**

**Policy Category: FINANCIAL**

**Policy:** Granting

**Scope:**  Treasurer, Board of Directors, Community Impact Committee

**Background:** The JLHB may provide grants to other charitable

organizations to support the JLHB Mission and Focus area

**Expectations:**

1. Grants are restricted to qualified donees as defined by the Canadian Revenue Agency:

- a registered charity (including a registered national arts service organization)

- a registered Canadian amateur athletic association

- a registered housing corporation resident in Canada constituted exclusively to

provide low-cost housing for the aged

- a registered Canadian municipality

- a registered municipal or public body performing a function of government in

Canada

- a registered university outside Canada that is prescribed to be a university, the

student body of which normally includes student from Canada

- a registered charitable organization outside Canada to which Her Majesty in

Canada has made a gift

- Her Majesty in right of Canada, a province, or a territory; the United Nations and its agencies; other qualified donees as defined by the Canadian Revenue Agency

1. The JLHB will restrict its granting to within the geographic boundaries of the City of Hamilton and the City of Burlington.
2. Grant recipients must address an area of need consistent with the Junior League Mission and the current Focus area of the JLHB.
3. The Community Impact Committee will review all requests for funding.
4. To be considered for funding from the JLHB, applicants must submit a written request, which must include:

A. Purpose

B. Outcomes

C. Relationship between applicant program and JLHB Focus/issue area

D. Timeline

E. Marketing and communications plan to acknowledge the JLHB

**6.** Grant recipients must provide written acknowledgement of both receipt and specific use of

funds.

**7.** Recipients of funds from the JLHB agree to provide public recognition to the JLHB.

**8.** Grant applicants, whether successful or not, may re-apply annually for the same or

different programs.

**9.**  JLHB will not grant funds for:

- Sectarian religious purposes

- Partisan political purposes

- Loans

- Personal benefit of a member

**10.** Discretionary Fund and Bursary Fund recipients are determined by the Community

Impact Committee according to the relevant Policies.

**11**. Reallocation of funds within an approved budget must be approved by the Management Team.

**12**. Requests for funds in excess of the budget will be submitted by the Community Impact Committee in writing to the Executive Vice President and Treasurer to be voted upon by the Board. The request must include the amount requested, intended use and rationale.

**Policy Monitored By:** JLHB Treasurer, Community Impact Committee

**Policy Revision-**

**Approval Required By:** Board of Directors

**Effective Date of Policy:**  26February2018