

Outsourcing for Not for Profit Organizations

**Policy Number: 71/209 (97)
Adopted: Apr 28/97**

Each project submitted by a Not-for-Profit Organization shall be reviewed and considered on an individual basis. Not all projects will necessarily be accepted.

PROJECT APPROVAL CRITERIA:

1. The Town may consider allocating a grant to a community organization for projects in cases where:
 - a) the project has a positive financial impact on the operations of the Town in terms of its fixed costs
 - b) the project increases the standard of service presently provided by the Town
 - c) the project increases the maintenance standard of a facility such as a major pre-season cleanup, or
 - d) the project upgrades the quality of a facility or service provided
2. Local not-for-profit organizations may provide services which the Town is presently providing and the Town will contribute to the organization for those services. These services may be specific projects or the provision of a service over a specified time period

ADMINISTRATION:

3. A letter of agreement will be provided by the Town to be signed by the officers of the organization which identifies:
 - a) a detailed description of the services to be provided by the organization
 - b) the amount of the grant to be provided by the Town
 - c) The Town's staff person who will monitor the service provided and/or serve as the Town's contact.

- d) The starting date and completion date of the project.
4. At the completion of the project and at such time as the terms of the agreement are met the Town will issue funds in the amount identified in the letter of agreement.

FUNDING:

5. Funds for such projects will be limited to the amount budgeted in any given year.
6. Applications will be approved by Town administration on a 'first come first served' basis.

EVALUATION:

7. Each project will be evaluated at its completion.

Mayor

DATE: April 28, 1997

Chief Administrative Officer

RES: 97-162