

PROCEDURE

TITLE: Financial Assistance to Individuals/Families

NUMBER: PRO-R-2009-0007

CATEGORY: Corporate

DATE: February 2009/Updated March 2012

REFERENCES AND RELATED DOCUMENTS:

Policy:

- Municipal Assistance Program

Procedure:

- How to Apply for the Municipal Assistance Program

Note:

- The Municipal Assistance Proposal Form is not required for this category of assistance.
 - *If have questions regarding this procedure, please contact recreation@haltonhills.ca or 905-873-2601 ext. 2261*
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PURPOSE:

To provide the related documents and process for proposals seeking funding/support from the area of Financial Assistance to Individuals/Families of the Municipal Assistance Program.

DEFINITIONS:

- **Individual:** a resident or business owner who pays property taxes to the Town of Halton Hills, directly or indirectly.
- **Group:** two or more individuals who share a common purpose.
- **Community Organization:** duly constituted group, club, association or society.
- **Business:** commercial entity that pay taxes to the Town of Halton Hills, directly or indirectly.

SCOPE/STAFF PRIMARILY AFFECTED:

The scope of this procedure affects individuals, groups, community organizations and businesses located in Halton Hills, who are interested in applying for Municipal Assistance for local activities/events.

This procedure affects all departments within the Town of Halton Hills and is managed through the Recreation and Parks.

PROCEDURE:

Requests for financial assistance for municipal services and recreation programs are considered on an individual basis and in accordance with the established affordability criteria.

Program Subsidies:

Individuals and families who receive social assistance, ODSP, or G.I.S. may be eligible for reduced fees (up to 100%) to access recreation and parks programs, including some membership programs.

Requirements:

- a) Residents are required to call the Manager of Recreation Services (905) 873-2601 ext. 2263 for verification and approval.
- b) Municipal Assistance Program Proposal Form is not required.

MUNICIPAL ASSISTANCE PROGRAM DECISION PROCESS:

- A. Request for Financial Assistance will be reviewed by staff for accuracy, completeness and compliance with the Municipal Assistance Policy and Procedures.
- B. Staff will advise applicant where alternative funding sources are available i.e. Region of Halton, JumpStart, etc.
- C. All proposals are subject to available funds
- D. All applicants will be contacted regarding the decision of their request.
- E. Special consideration may be granted to applicants at the discretion of the Community Affairs Committee of Council.

RESPONSIBILITIES:

- This procedure is the responsibility of Recreation and Parks in conjunction with various Town departments.