
Requests for Waiving of Fees

Purpose

The Waiving of Fees Program is to provide financial relief to registered Oshawa-based non-profit groups and organizations (“organizations”) who can demonstrate that they can deliver programs, events or activities, that the City or its organizations already supported by the City, would not normally provide and that could benefit all citizens of Oshawa.

Objective

To provide an objective means for responding to requests for waiving of fees from registered Oshawa-based not-for-profit community organizations or groups establishing criteria guidelines and a formal application process to follow.

Criteria

These criteria have been established to aid in responding to Oshawa-based not-for-profit groups and organizations requesting fees to be waived. However, meeting all criteria does not guarantee a City fee will be waived.

- Only requests from registered Oshawa-based not-for-profit groups and organizations (or on behalf of vendors or peddlers involved in the community event) will be considered
- Organizations must be not-for-profit; service oriented; and structured so as to confer no benefits to its members
- Maximum value of fees to be waived is \$500 – requests with a value greater than \$500 must be referred to the Partnership Grant program.
- Fees will not normally be waived on a retroactive basis, e.g., after an event has occurred
- The request must address a community need, respond to an under-serviced demand, or contribute to the City’s overall positive image
- Benefit to the community/public good is demonstrated
- Event/Activity/Function must occur within the City boundaries
- Funding will not be provided to organizations that charge the public an admission fee
- Fees will not be waived to support regular program costs, i.e. ice rentals, field rentals, etc.
- Organizations must provide their latest (audited) financial statement/report
- Organizations must demonstrate financial need
- Funding will not be provided to organizations that have an overdue amount owing to the City

Process

Application forms for Waiving of Fees are available on the City's website <http://www.oshawa.ca/city-hall/resources/waivingoffeesapplication.pdf> or from the Coordinator of Financial Reporting and Planning at 905-436-3311 ext. 2166.

Completed application forms and accompanying financial statements are to be sent to budgets@oshawa.ca or:

City of Oshawa,
Attention: Budget Services
50 Centre St. S.
Oshawa, ON
L1H 3Z7

To more fairly allocate limited funds to registered Oshawa-based not-for-profit groups and organizations, two intakes of applications will be accepted on the following dates:

- Intake 1 – Deadline December 1 (for the January 1 to June 30 period)
- Intake 2 – Deadline June 1 (for the July 1 to December 31 period)

For Waiving of Fee requests for the period covering January 1 – June 30, applications must be received by the 1st bi-annual in-take deadline of December 1.

For Waving of Fee requests for the period covering July 1 – December 31, applications must be received by the 2nd bi-annual in-take deadline of June 1.

If the deadline falls on a weekend, applications will be accepted on the next business day.

Applications received after the deadline will be returned advising to apply under the following intake, if applicable.

Staff will evaluate the completed application to determine compliance with the goals of this funding envelope and against Council-approved criteria.

Should total requests meeting criteria exceed the semi-annual budget, a lottery will be undertaken to select recipients.

The list of applicants will be provided to Council for their approval.

Allocations will be until the semi-annual budget allocation is exhausted. Should there remain an excess of funds for in-take 1, the remaining budget allocation for in-take 1 will be rolled forward to in-take 2 until it is fully spent. Any excess budget allocation resulting from in-take 2 will not be carried forward to the subsequent budget year.