

POLICY NO:	AD 017
POLICY TITLE:	GRANTS & PROJECT MANAGEMENT
DEPARTMENT:	ADMINISTRATION
APPROVAL DATE:	10-03-07 (March 13, 2007)
REVISION DATE:	08-04-07 (April 10, 2007)
REVIEW DATE:	June 16, 2015

Legal Reference:

MGA section 174 (1) (k) and 249 (1) (c)

Policy Statement:

The County of Vermilion River wishes to utilize grants to the extent that they will meet councils goals and objects while managing:

1. approved grants in accordance with the criteria established by the Federal or Provincial Government or Other Organization that established the grant program and
2. projects to meet the minimum standards established by the grant application or County council

Background:

1. The MGA outlines councillor liability / disqualification regarding use of grant funds
2. Council directs administration to consider applications and projects for consideration that are, in the opinion of administration, anticipated to bring the best long-term benefits to the ratepayers of the County
3. Federal Grants often have long timelines before approvals are received and require extensive supporting documentation therefore extensive preparation work will be needed – these limitations need to be considered especially if the grant funding is low
4. The County does sponsor grants for non-profit organizations that submit projects and receive council approval

Definitions:

1. **Agreements** – Province of Alberta documents that authorize and control the terms and conditions of the grant – the Council must make a motion to County will sign
2. **Criteria** – all condition of grants / projects including but not limited to commitments, tendering and reporting requirements, deadlines, specified use of external or internal

resources, etc.

Guidelines:

Internal Grants

1. The department who wishes to apply for a grant will submit the following information to council for consideration:
 - a. Grant information and criteria that has to be meet
 - b. Project / options that meet the grant criteria
 - c. Estimated cost per project / option – done by an engineer if required
 - d. Standards / timelines that apply to the project / option
 - e. Information on impacts and sustainability of the project after construction
 - f. Benefits to be gained by the grant / project
 - g. Resources required – staff / financial plan
2. Upon council approval the originating department will ensure any completed grant application is submitted by the outlined deadline for the grant and a project file has been created including a copy of the council motion
3. The originating department will advise council of the government / organization approval or rejection of the grant / project and identify any follow-up activity that will be taken
4. Once approved the originating department will ensure the finance department receives a copy of the ministerial agreement with the financial details on reporting and tracking requirements
5. The originating department will ensure all criteria of the grant / project are meet
6. The originating department will ensure all costs that apply to the grant / project are coded according to the direction of the County Finance Department, who will facilitate financial reporting at the end of project – this report must be signed off by the finance department before sending final report
7. The originating department will ensure the final report is submitted in line with the grant criteria or that an extension has been approved if the timeline can not be meet

External Grants:

1. The non-profit organization is responsible to collect all cost estimates and explain the scope and nature of the project to council in writing
2. Upon council approval the non-profit organization will assist with the completion of the grant form for submission
3. Council will be advised of the grant approval or rejection
4. The non-profit organization can access the grant funds provided by submission of the project invoices directly to the county for payment or upon proof of payment by them
5. The non-profit organization will assist with any reporting requirements upon completion of the project

Implementation:

1. This policy will be reviewed at manager meetings periodically and when preparing for year end specifically
2. SOPs shall be developed to provide detailed procedures and controls for the approaches approved by this policy