

GRANT FUNDING PROCUREMENT POLICY

Recommendation

The Commissioner of Finance/City Treasurer and the Director of Reserves & Investments recommend:

That the Grant Funding Procurement Policy (Attachment 1) be approved.

Contribution to Sustainability

Not applicable.

Economic Impact

There is no economic impact.

Communications Plan

Once the Grant Funding Procurement Policy is approved, copies of the Grant Funding Procurement Policy will be forwarded to appropriate City staff.

Purpose

The purpose of this report is to obtain Council approval of the proposed Grant Funding Procurement Policy.

Background - Analysis and Options

Incorporated in the Vaughan Vision 2020 – Initiative 15 (2008-2010) states: "Establish a Corporate Policy to facilitate the research, coordination and submission of grants and subsidy requests." This corporate policy establishes a comprehensive/coordinated approach of researching, developing, submitting, tracking and reporting of grant opportunities and application to optimize the amount of grant resources available to fund City of Vaughan strategic initiatives. The intent is not to replace the role that various departments play in obtaining grants, but rather to co-ordinate, streamline and target grants.

The proposed Grant Funding Procurement Policy was presented to Senior Management on January 27, 2010 and then to the Directors on February 3, 2010. As a result of these meetings, their input was incorporated in the proposed policy.

Relationship to Vaughan Vision 2020/Strategic Plan

This report is consistent with the priorities previously set by Council specifically Initiative 15 (2008-2010) – Establish a Corporate policy to facilitate the research, coordination and submission of grants and subsidy requests.

Regional Implications

Not applicable.

Conclusion

The City Manager with the Senior Management Team, Directors and Finance staff have reviewed the proposed Grant Funding Procurement Policy and recommend approval.

Attachments

Attachment 1 – Grant Funding Procurement Policy

Report prepared by:

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Respectfully submitted,

Barbara Cribbett, CMA
Commissioner of Finance/City Treasurer

Ferrucio Castellarin, CGA
Director of Reserves & Investments

CITY OF VAUGHAN POLICY MANUAL

SECTION: FINANCE	(To be completed by Clerk's Dept. following Council approval) POLICY NO.: XXXX
(To be completed by Clerk's Dept)XXXXXX	
DEPARTMENT: RESERVES AND INVESTMENTS	SUBJECT: GRANT FUNDING PROCUREMENT POLICY

1.0 PURPOSE

Develop a corporate policy to establish a comprehensive/coordinated approach of researching, developing, submitting, tracking and reporting of grant opportunities and applications to optimize the amount of grant resources available to fund City of Vaughan strategic initiatives.

2.0 APPLICATION

This policy applies to all City department staff involved in any/all grant application(s) submitted in the name of the City of Vaughan.

3.0 DEFINITIONS

3.1 Grant Funding:

Non repayable revenue streams provided through grant/funding programs available to local government by way of an application process, direct provision of funds or subsidies.

3.2 Grant Funding Sources:

Grant Funding Sources may be comprised of, but not limited to, grant programs provided directly or indirectly through the Federal Government of Canada, Province of Ontario, Regional Governments, International Grant programs and applicable private sector programs.

4.0 POLICY

This policy will be implemented in accordance with the Grant/Funding Procurement Procedures.

4.1 Grant Opportunity Research:

- 4.1.1 Council approval is not required to initiate researching of potential grant/funding opportunities;
- 4.1.2 Staff are encouraged, at all times, to research potential grant funding opportunities in support of City initiatives;
- 4.1.3 Research activities will be conducted in consultation with the Grants Specialist.

4.2 Grant Application Development:

- 4.2.1 All grant funding applications must be developed by City of Vaughan department staff and in consultation with the Grants Specialist;
- 4.2.2 All grant and funding applications, completed in draft form by staff, must be provided to the Grants Specialist a minimum of three weeks prior to the program deadline;

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4.2.3 Finalization of all grant funding applications will be completed by the Grants Specialist.

4.3 Required Criteria

Grant funding opportunities may be pursued only where all of the following criteria have been met:

- The project/program links with a strategic initiative, goal or objective as defined in the Strategic Plan and;
- The specific initiative/project/program, including an established program and services, has been approved by Council through the corporate budgeting process and;
- The City of Vaughan is the recipient of the funds and;
- Eligibility and funding requirements can be met by the City of Vaughan and;
- The City of Vaughan is the 'lead' on all grant submissions made in partnership with an external organization.

4.3.1 Exception:

4.3.1.1 Where a new grant funding program becomes available after the annual budget process has been completed, and the initiative meets the required criteria, staff/Grants Specialist may submit a report to Council for approval to submit an application for funding;

4.3.1.2 Where the above situation occurs but, there is insufficient time to submit a report to Council, staff/Grants Specialist may prepare a report for the City Manager's signature and subsequent report to Council.

4.4 Grant Opportunities will Not be pursued where:

- Council approval has not been obtained; or
- The eligibility/funding requirements can not be met by the City; or
- The application is on behalf of an external organization and grant funds will be applied to external programs/projects.

4.5 Partnerships with External Organizations:

4.5.1 Where the City of Vaughan is in partnership with an external organization and is applying for project grant funding, the City must be deemed to be the 'lead' applicant and be the recipient of the funds.

4.5.2 Where the City of Vaughan is in partnership with an external organization but is not the lead applicant this policy will not apply.

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4.6 Use of Funds:

- 4.6.1 All grant funds awarded to the City of Vaughan must be applied only to those eligible expenses specified in the grant submission and which form part of the signed agreement between the City of Vaughan and the Funding Program.

4.7 More than one application to the Same Funding program:

- 4.7.1 Where more than one application is being considered for the same Funding Program which will only accept one application per organization, and the projects meet the required criteria, the project which best meets the criteria of the Funding Program, as recommended by the Grants Specialist and prioritized by Senior Management Team will be submitted.

4.8 Grant Specialist Support:

- 4.8.1 Support of the Grants Specialist shall be comprised of but, not limited to, research and referral of potential funding sources; technical writing/application development; submission of final documents; monitoring; administration and reporting.
- 4.8.2 Support services of the Grants Specialist will be provided only to the department staff responsible for the initiative. Support services will not be available to external organizations; individual members of the public or Council.