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**SECTION:** Finance

**TITLE:** Grant Funding Policy

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## PURPOSE

The purpose of this policy is to provide guidance to staff when applying for external and grant funding opportunities.

## SCOPE:

This policy applies to all Town Staff members.

## POLICY STATEMENT:

External and grant funding provide important sources of revenue, and should be pursued when it provides demonstrated value and supports the overall direction and purpose of the Town of Oliver. As external and grant funding may come with specific requirements that the Town must meet, this policy will provide guidance for Town staff.

## DEFINITIONS:

“Funding” means any external funding or grant funding opportunities (e.g. federal government, provincial government, water board).

## PRINCIPLES

1. Funding opportunities are an important source of revenue for the Town’s financial plan,
2. The Town will be open and transparent about funding it has received, within the parameters of each agreement,
3. The Town will comply with all agreements it has with funders, and where the Town cannot comply, it will work with the funder to refine the agreement,
4. All funding should provide value and support the overall direction and purpose of the Town of Oliver.

5. While applying for funding, the Town will adhere to relevant Town policies, and applicable legislation,
6. Where funding will not provide demonstrated value to the Town of Oliver, the Town may wish to not submit an application.

## **POLICY PROCEDURE:**

Staff shall determine if a funding opportunity will provide value to the Town of Oliver and support its overall direction and purpose.

Staff shall use the decision tree, attached as Appendix “A”, when determining whether a grant application is required to be brought forward to Council prior to being submitted.

**Approval Limit:** In alignment with the Town’s purchasing and sales policy, staff have the following authority limits to apply for and enter into agreements related to grants:

- Council shall approve grant applications for the Town under the following circumstances:
  - Funding with a project value over \$100,000
  - Funding that require a contribution from the Town, and where this contribution is **not in the financial plan** (e.g., a request to move money from a reserve fund for a grant-funded project that is not in the financial plan)
  - Funding that **requires a resolution** from the *board of directors* or Council
- Chief Administrative Officer may approve Town applications under the following circumstances:
  - Funding with a project value of up to \$100,000
  - Where any Town contributions are already **in the financial plan** (e.g., there is an approved project and the funding would provide a cost savings to the Town by applying for the funding)
  - Applications approved by the Chief Administrative Officer must be reported to Council during the next Council grant update
- Chief Financial Officer may approve Town applications under the following circumstances:
  - Funding with a project value of up to \$75,000.
  - Where any Town contributions are already **in the financial plan** (e.g., there is an approved project and the funding would provide a cost savings to the Town by applying for the funding)
  - Applications approved by the Chief Financial Officer must be reported to Council during the next Council grant update
- Department Heads/Managers may approve Town applications under the following circumstances:

- Funding with a project value of up to \$10,000, where any Town contributions are already **in the Town's financial/business plans**
- Applications approved by a department head/manager must be reported to Council during the next Council grant update

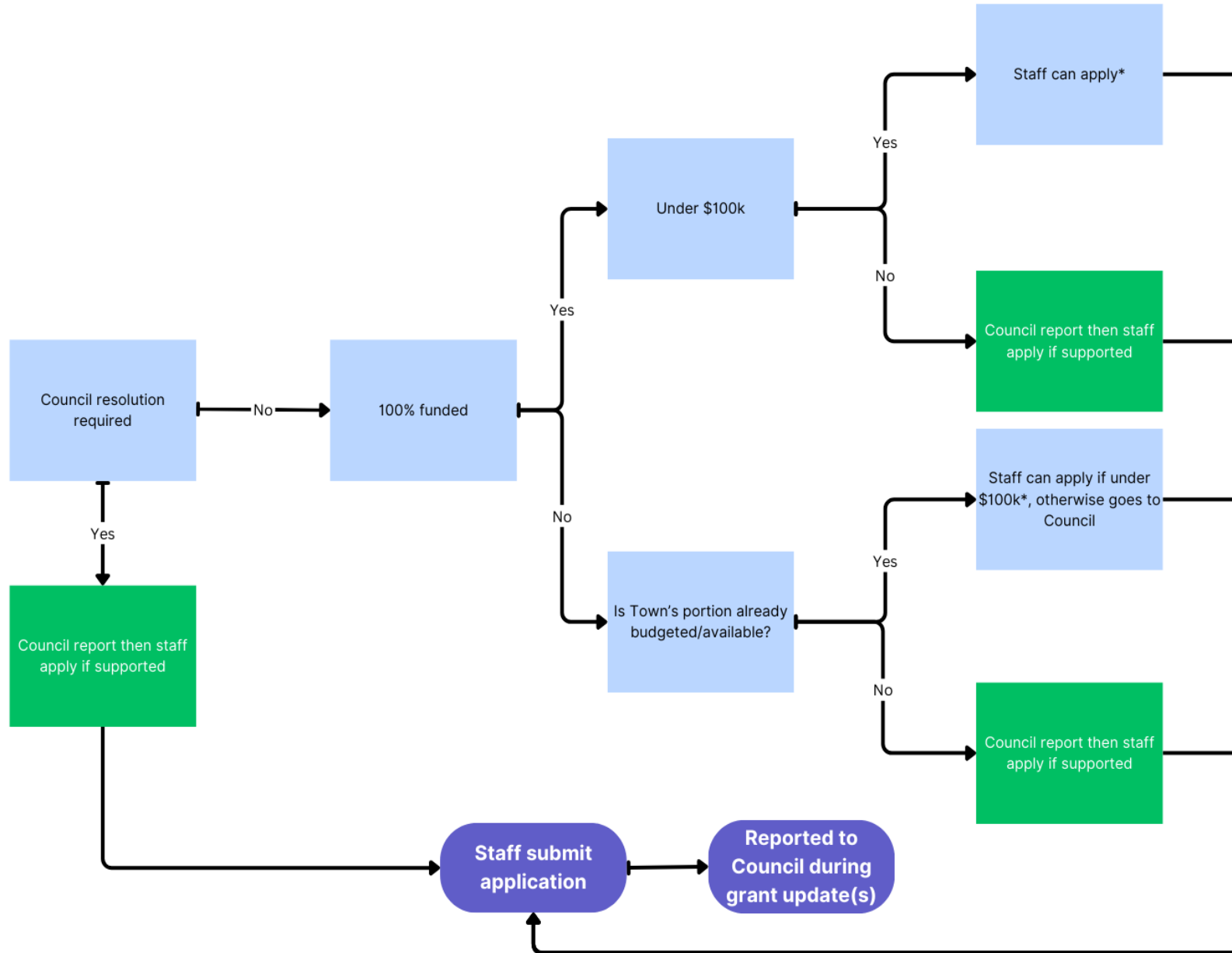
## **RESPONSIBILITY**

1. The department leading the project is responsible for ensuring budgeted funds are available and duly authorized prior to applying for any funding that may require a (cash and/or in-kind) contribution from the Town.
2. Staff will provide a minimum of two (2) funding updates to Council per calendar year. Unless otherwise required by an agreement or legislation, these updates will be in a public meeting.
3. Staff are responsible for demonstrating that a funding opportunity provides demonstrated value to the Town of Oliver and the community of Oliver. This value can be environmental, social, and/or economical.

## **RELATED POLICIES AND PROCEDURES**

Purchasing and Sales Policy

# Appendix A



Staff Approval Levels	
Role	Max Approval Level
CAO	\$100,000 and under
CFO	\$75,000 and under
Department Heads	\$10,000 and under