

TOWN OF GEORGINA – OFFICE OF THE DEPUTY CAO – FINANCIAL STRATEGY AND PLANNING
POLICY No. #####

Subject: Grant Administration Policy	Authority, Ref. & Sec. Version 1			
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Recommended/Approved by: Manager of Financial Strategy and Planning and Deputy Treasurer	Contact Position for Inf. Senior Financial Analyst, Financial Strategy and Planning			

1. POLICY STATEMENT

1.1. The Town of Georgina (the “Town”) actively pursues external grant funding opportunities to help develop, deliver and sustain Town infrastructure, programs and services in a fiscally responsible manner. The Grant Administration Policy (the “policy”) establishes consistent guidelines and standards which govern the application, use and management of funding generated from government and other third-party grants.

2. PURPOSE

- 2.1. The Grant Administration Policy (the “policy”) provides guidelines and framework to administer the grant program on the
- 2.1.1. Selection and authorization of the application of external grants
 - 2.1.2. Execution of grant agreements
 - 2.1.3. Management and monitoring
 - 2.1.4. Reporting and communication

3. DEFINITIONS

- 3.1. **Department lead:** Identified staff members responsible for providing support to apply for and report on grant funding.
- 3.2. **Grant:** Revenue streams provided through funding programs available to local government by way of an application process, direct provision of funds or subsidies.
- 3.3. **Grant funding sources:** May be comprised of, but not limited to, grant programs provided directly or indirectly through federal, provincial and international government bodies, and applicable corporate and private sector programs.
- 3.4. **Public Sector Accounting Board (PSAB):** An independent body with the authority to set accounting standards for the public sector.

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4. SCOPE

4.1. This policy applies to all staff involved in any grant applications submitted to grant funding sources in the name of the Town and/or organizations, local boards and committees that fall within the reporting entity of the Town.

5. EXCLUSIONS

5.1. This policy does not apply to:

- 5.1.1. Application and/or grants awarded to the Town involving the Canada Community Building Fund
- 5.1.2. Application and/or grants awarded to the Town involving the Ontario Community Infrastructure Fund
- 5.1.3. Rebate and incentive programs (e.g. utility incentive programs such as SaveONEnergy), and
- 5.1.4. The preparation and submission of grant applications in which the Town is not the lead applicant

6. ROLE AND RESPONSIBILITIES

- 6.1. **Council:** Council authorizes applications of grants that require financial and staff resources that are not within existing budget.
- 6.2. **Departments:** The various departments carry out the projects related to the grant, report back on progress to Strategic Initiatives lead and assist with grant reporting requirements.
- 6.3. **Deputy Treasurer:** Reviews agreements and claims prior to execution. Approve payments to vendors and ensures expenses and revenues are properly recorded.
- 6.4. **Grant working group:** A team/committee assembled by the Strategic Initiatives Lead. The working group is composed of members from the Strategic Initiatives Department, Finance Division and directors or representatives from various departments.
- 6.5. **Strategic Initiatives Department:** The Lead in the Strategic Initiatives Department administers the grant program, which includes research,

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selection, evaluation, coordination, documentation, application, reporting, organizing grant working group meeting, close out and reporting to Council.

6.6. **Town Treasurer:** The Treasurer signs and executes grant agreements.

POLICY CONTENT:

7. GRANTS SELECTION PROCESS

7.1. While grants are an important funding source for the Town, accepting a grant may require the Town to accept certain conditions, restrictions and/or obligations.

7.2. The Lead in the Strategic Initiatives Department researches, identifies, evaluates and circulates grant opportunities. They maintain the documentation on the grant program, including but not limited to the list of grant opportunities, evaluation results, application, budget, and supporting documents.

7.3. Grant opportunities are presented to the Grant Working Group by the Strategic Initiatives Lead. Should the working group elect to pursue the grant, in accordance with this section of the policy, the Lead will begin the application process with support from the authorizing department and other relevant departments.

7.4. Staff shall only pursue grants that:

7.4.1. Align with the Town's current Corporate Strategic Plan

7.4.2. Align and support the Town's current operational objectives

7.4.3. Have attainable and achievable terms and conditions

7.4.4. Have favourable benefits to the Town

7.4.5. Do not jeopardize delivery of other priorities, in other words, have implementation and administration that are within staff and resource availability

7.4.6. Have delivery requirements that comply with the corporate policies

7.5. Additional considerations include:

7.5.1. Grant funding must not confer a personal benefit, directly or indirectly, to any particular Town staff or member of the Council

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- 7.5.2. Grant funding shall have no actual or implied obligation to purchase a product or service of the grant funding source outside any obligations set out in the related grant agreement
- 7.5.3. Acceptance of the grant would not negatively interfere with any existing Town agreements and/or contracts, and
- 7.6. Further, staff must exercise due diligence by a way of jurisdictional scan at their discretion to ensure that applications will not be completed for grants where the grant funding source is a risk to the Town. This includes but is not limited to grant funding sources:
 - 7.6.1. Whose activities are be perceived to be incompatible with the Town's goals, values, or mission
 - 7.6.2. Whose activities are in conflict with any applicable laws, Town bylaws and/or policies
 - 7.6.3. That is in litigation, judicial and/or arbitral proceedings against the Town,
 - 7.6.4. That promotes, endorses or in any other ways supports:
 - 7.6.4.1. Tobacco, alcohol, cannabis, vaping, or any other substance
 - 7.6.4.2. Pornography
 - 7.6.4.3. The support of, or involvement in the production, distribution, and sale of weapons and other life-threatening products
 - 7.6.4.4. Terrorism
 - 7.6.4.5. Religious or political affiliations
 - 7.6.4.6. That engage in any activity which, if associated with the Town, may constitute a reputational risk for the Town as determined by staff

8. VETTING CRITERIA

- 8.1. The Town prioritize its efforts on securing grants related to the Council approved capital program. This approach will allow the Town to compete for projects scheduled in the short term while maintaining financial independence should future grant sources diminish

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8.2. Grants for operating purposes will be considered after careful consideration of the benefits of the program and the ongoing impacts on the Town if the grant funding is no longer available

8.3. Other vetting criteria:

8.3.1. Adequate level of staff and financial resources required to successfully implement the grant work scopes in compliance with grant conditions, restrictions and obligations

8.3.2. Adequate level of staff and financial resources required to administer the grant program in compliance with grant requirements

8.3.3. Upfront grant application costs

8.3.4. Cost to update existing assets to be able to use the grant funding

8.3.5. The long-term operating costs required to maintain the assets, program or services once the grant program is completed or the grant is no longer available.

9. AUTHORIZATION TO APPLY

9.1. Staff are authorized to apply for grants that satisfy the grant selection and vetting criteria

9.2. If the grant funding source requires a Council resolution to apply for a grant or to execute an agreement, the Strategic Initiatives Department is responsible for obtaining the Council resolution. The department will request authorization to execute an agreement, if the grant is successful, at the same time as requesting authorization to apply.

10. AGREEMENT EXECUTION

10.1. The Town Treasurer signs and executes grant agreements

10.2. The Town Treasurer is authorized to commit up to \$50,000 contribution towards a grant with a commitment to report back to council

10.3. Formal Council resolution to execute an agreement is required in the following circumstances:

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- 10.3.1. Where the grant program requires a commitment by the Town exceeding \$50,000 in accordance with section 10.2
- 10.3.2. The grant includes a commitment for additional funds and staff resources that are not included in the 10-year capital plan or the existing operating budget
- 10.3.3. The agreement includes a requirement for Council resolution

11. GRANT WORK SCOPE IMPLEMENTATION

- 11.1. The implementing department, with support from the Strategic Initiatives lead, will be responsible for delivering the project in alignment with the grant agreement.

12. REPORTING

- 12.1. The Strategic Initiatives department, with support from the Project Working Group, will be responsible for satisfying the reporting requirements as set forth in the grant agreements.

13. CLOSE OUT

- 13.1. The Strategic Initiatives Department, with support from the Project Working Group, would be responsible for grant agreement closeout.

14. ADMINISTRATION AND OPERATION

- 14.1. In accordance with PSAB, all operating grants must be recorded as revenues in the year the grant was earned, with the corresponding expenditures.
- 14.2. If the project receiving the grant is an existing project, funding from other source(s) is to be returned to the original source(s) and replaced with grant funding once the grant is received.