

CORPORATE POLICY

POLICY TITLE: GRANT FUNDING

POLICY NO.: 09.C.01

Section:	Donations & Grants		
Effective Date:	June 6, 2018	Date of Last Review:	December 12, 2022
Approval Authority: Council	Policy Owner: Office of Communications and Economic Development		

POLICY STATEMENT

The City of Vaughan (the “City”) is committed to excellence in municipal governance. The Grant Funding 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.

Funding from grants is an important tool in the planning and management of the City’s financial resources. Municipal grants help sustain and deliver city infrastructure, programs and services by generating an alternative revenue source that has a significant impact by alleviating pressure on the tax base.

PURPOSE

The purpose of this Policy is to establish guidelines and appropriate controls for the application writing process, administration, management and reporting of grants to assist in the provision of city infrastructure, programs and services.

SCOPE

This Policy applies to all City of Vaughan staff involved in any grant applications submitted to grant funding sources in the name of the City of Vaughan and its municipal service corporations and special purpose bodies.

LEGISLATIVE REQUIREMENTS

None.

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DEFINITIONS

1. **Department Designate:** identified staff member responsible for providing support to apply for and report on Grant Funding.
2. **Finance Leads:** staff from the Financial Planning & Development Finance department and/or Financial Services. These staff members provide department support to identified Department Designates, as required to the grant application process. Staff members include:
 - Managers, Financial Planning and Analysis (Portfolio Managers)
 - Manager, Corporate Financial Planning and Analysis (Corporate Finance)
 - Finance Manager, Financial Services
3. **Grant Funding:** revenue streams provided through funding programs available to local government by way of an application process, direct provision of funds, or subsidies.
4. **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.
5. **Public Affairs and Government Relations (PAGR):** unit that provides Government Relations and communications support throughout the grant application process.
6. **Strategic Economic Initiatives (SEI):** business unit in Economic Development which provides support throughout the grant process.

ROLES AND RESPONSIBILITIES

1. Chief Financial Officer (CFO) and City Clerk:

- 1.1. Sign / execute grant applications and agreements and all progress and final reports and claims

2. Strategic Economic Initiatives (SEI):

- 2.1. Researches, identifies and circulates grant opportunities
- 2.2. Coordinates the application process, retrieves signatures and submits final documents to the funding source.
- 2.3. Answer any inquiries regarding this Policy and Grant Funding.

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3. Finance Leads:

- 3.1. Ensure grant application meets the funding criteria, has a sufficient budget allocated and assists in reporting.

4. Public Affairs and Government Relations (PAGR):

- 4.1. Provides Government Relations and communications support throughout the grant application process.

5. Department Designate:

- 5.1. Applies, spends the grant funding, monitors spending to ensure it meets the criteria of the grant program and reports back.

POLICY

1. Authorization

- 1.1. Staff are authorized to apply for grant funding that supports initiatives that align with the City's strategic priorities, as determined by the Senior Leadership Team and approved by Council with the allocated budget.
- 1.2. Staff seeking to apply for funding that does not offset the current budget and/or corresponds to the strategic priorities of the City must submit a report seeking Council approval to submit the application.
- 1.3. If the Grant Funding Source requires a Council resolution to apply for a grant or to execute an agreement, the Department Designate is responsible for obtaining the Council resolution.

2. Applying for Grants

- 2.1. Grant applications must be executed in accordance with By-Law 154-2018 if the Grant Funding Source requires an officer with authority to bind the corporation to execute the application.
- 2.2. If there is no requirement to bind the organization from the Grant Funding Source, SEI is authorized to execute an application in accordance with the Grant Funding Policy and Procedures and inform signing officers of the submission.
- 2.3. Applications must be completed according to the Grant Funding Procedures.
- 2.4. Applications must be completed according to the Grant Funding Source's eligibility requirements.

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3. Execution of Agreements

- 3.1. Agreements for successful grant applications must be executed in accordance with By-Law 154-2018 if the Grant Funding Source requires an officer with authority to bind the corporation to execute the agreement.
- 3.2. SEI along with Department Designates must ensure legal counsel has reviewed the terms of the agreement prior to signature and provide insurance certificates and risk review with the appropriate parties.

4. Grant Funding Source Criteria

- 4.1. Staff including Department Designates and SEI must exercise due diligence by way of a jurisdictional scan at their discretion to ensure applications will not be completed for grant funding where the Grant Funding Source is a risk to the City. This includes but is not limited to any Grant Funding Source:
 - 4.1.1. Whose activities are perceived to be incompatible with the City's goals, values, or mission
 - 4.1.2. That is not in good standing with the City, including:
 - 4.1.2.1. Being the current subject of legal proceedings with the City of Vaughan
 - 4.1.2.2. Being convicted by a court of such a matter set out in (4.1.2.1) where the contravention remains
 - 4.1.2.3. Being a named party in litigation, judicial or arbitral proceedings against or by the City with respect to any procurement, contract, or business transaction
 - 4.1.3. That promotes, endorses, or any other way supports:
 - 4.1.3.1. Tobacco, alcohol, cannabis, vaping, or any other substance
 - 4.1.3.2. Pornography
 - 4.1.3.3. The support of, or involvement in the production, distribution, and sale of weapons and other life-threatening products
 - 4.1.3.4. Terrorism
 - 4.1.3.5. Religious or political affiliations
 - 4.1.3.6. Racism and/or any other form of discrimination and practices of hate
 - 4.1.3.7. Any activity which, if associated with the City, may constitute a reputational risk for the City as determined by City staff

5. Restrictions and Limitations

- 5.1. The grant funding must not confer a personal benefit, directly or indirectly, to any City staff or official.

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5.2. There shall be no actual or implied obligation to purchase the product or services of the grant funding source outside any obligations set out in the grant agreement.

5.3. The grant must not negatively interfere with existing contractual obligations.

6. Recording of Grants

6.1. All operating grants must be recorded as revenues in the year the grant was earned, with the corresponding expenditures.

6.2. If the grant awarded results in additional expenditures and the grant is greater than \$750,000, an adjustment must be made to the operating budget to capture both revenues and corresponding expenses (the CFO has delegated authority to make fiscally neutral adjustments to the operating budget).

6.3. For capital grants, 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. If the project is a new capital project, a report to Council must be submitted and approved to create a new capital project funded by the grant.

7. Reporting Requirements

7.1. If required by the agreement, staff are to report back to the grant provider on how the grant funding was used, demonstrate how the initiative(s) met the eligibility requirements of the grant program, the benefits and who benefited from the initiative(s), and/or provide an explanation of why the project did not fully meet the criteria.

7.2. If there is no requirement to bind the organization from the Grant Funding Source, SEI is authorized to report back to the grant provider according to the requirements of the agreement.

7.3. SEI staff will provide a report to Council annually on all grant applications the City submitted and the status of the applications.

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ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	5 Years <small>If other, specify here</small>	Next Review Date:	June 6, 2027
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Related Policy(ies):	
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Related By-Law:	154-2018
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Procedural Document:	PRC.03 - Grant Funding Procedures
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Revision History

Date:	Description:
June 06, 2018	Establishment of Policy
December 12, 2022	Review and update of Policy and Procedure