	M. D. OF GREENVIEW NO. 16 ***POLICY & PROCEDURES MANUAL***	Section: **COUNCIL**

POLICY NUMBER: CO 20

POLICY TITLE: GRANTS	**Page 1 of 1**
Date Adopted by Council / Motion Number:	**11.10.552**

PURPOSE:

To provide a framework that ensures grant applications are assessed and grants awarded in a consistent and equitable manner that maximize the benefits to the ratepayers of the M.D.

POLICY:

As part of the budget preparation, Council will annually review grant applications from Not-For-Profit Organizations providing services to MD residents. The grant applications will be assessed for merit using the guidelines established in this policy.

1. Grant applications must be submitted on the prescribed form, complete with all supporting documentation, by October 15 of the year preceding when the expenditures will be made;

2. Criteria used in assessing applications will include, but not be limited to:
    a. Purpose of the application.
    b. Timely and complete application preparation.
    c. Appropriately approved financial statements.
    d. Financial plan for expenditure of the grant.
    e. Estimated number of M.D. participants/users impacted.
    f. Social and/or economic impact.
    g. Support from other organizations or municipalities.
    h. Sustainability over time.
    i. List of funding sources that have denied this project.
    j. The impact on the organization/users if grant is denied.
    k. Previous grant and reporting history

3. All grant applicants will be notified of their status within 90 days of the October 15 application deadline.

4. Applicants must provide a report within 90 days of completion of the grant expenditure. This report should include proof of financial activity and a written report on the activity. Failure to provide such a report will result in no further grants being considered until such report is filed and expenditures verified.

(Original signed copy on file) _____ _____
REEVE C.A.O.