



Town of Whitby Policy

Policy Title:	Grant Submissions
Policy Number:	F 270
Reference:	Signing Authority By-law #7127-16 and Council Resolutions # 276-17 and # 23-24
Date Approved:	May 8, 2017
Date Revised:	January 29, 2024
Approval:	Council
Point of Contact:	Commissioner of Financial Services/Treasurer

Policy Statement

To ensure the establishment of consistent practices for Town Staff when pursuing Grant submission opportunities for the Town of Whitby.

Purpose

The purpose of this policy is to provide guidelines and associated levels of approval related to Grant submissions by Town Staff, in accordance with the Signing Authority By-law #7127-16.

Scope

This policy applies to:

- all Grant submissions made by the Town to Federal and Provincial government ministries/agencies, not-for-profit institutions and for private sector Grant opportunities;
- instances where the Town is to provide in-kind and or/financial support to qualify for a Grant;
- submissions where the Town is the lead; and,
- submissions where the Town is serving as a partner.

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1 Definitions

- 1.1 Grant** means a sum of money provided by an organization, such as the Federal or Provincial government, for a particular purpose without the requirement of having to reimburse the granting organization.

2 Responsibilities

2.1 Council to:

- a) Approve Grant submissions which introduce a new level of service; and/or, Grant submissions that have a net financial impact incremental to the approved budget on the Corporation.

2.2 Chief Administrative Officer and Senior Management Team to:

- a) Select which project(s) will be submitted for Grant applications that are of interest to multiple departments.

2.3 Department Head to:

- a) Approve Grant submissions that support an existing service level and that have no net financial impact incremental to the approved budget on the Corporation.
- b) Solicit ideas for Grant submissions from staff. If the Grant is inter-departmental, present recommended Grant submissions to the CAO and Senior Management Team.

2.4 Treasurer to:

- a) Report annually to Council on Grant submissions that have been approved through the year end financial statement or subsequent year's budget.
- b) Maintain copies of all Grant submissions made by the Town.

2.5 Departmental Managers/Supervisors to:

- a) Provide letters of support to partner agencies who are serving as the lead applicant if the Grant supports an existing level of service and has no net financial impact incremental to the approved budget on the Corporation.
- b) Advise their Department Heads of the letters of support that have been provided to partner agencies who are serving as the lead applicant.

2.6 Departments to:

- a) Seek out Grant opportunities that may apply to their areas of responsibility.

3 Policy Requirements

- 3.1** Once aware of Grant opportunities, departmental staff are to review eligibility requirements, discuss their potential application concepts with the granting body or Grant advisor(s) and proceed if the recommended project aligns with the Grant criteria.
- 3.2** Departmental staff are to assess whether Grant opportunities require in-kind and/or financial contributions to qualify. If in-kind contributions are required, staff must assess whether the project associated with the Grant can be accommodated within existing resources and workload.
- 3.3** If the Grant introduces a new service level of service or has a financial impact to the Corporation, a Council report seeking approval to apply for the Grant is required.*

***Note:** In accordance with Council Resolution #23-24, Staff are delegated the authority to submit all Federal or Provincial grants applications, normally requiring Council authorization before-hand, until December 31, 2027, subject to the agreement of Treasurer and CAO.

- 3.4** Where the Grant submissions require a letter of support or Council resolution and whether the Town is required to provide or not to provide an in-kind financial contribution, a Council report is required from the originating Department.
- 3.5** If a grant applies to a capital project funded by development charges or other non-tax based funding sources, the initiating department will review with the Treasurer prior to submission of the application.
- 3.6** The Grant submission will be completed by Departmental staff to be responsible for the project. The final application must be signed off by the appropriate signing authority as identified in the Signing Authority By-law. Generally, the Department Head shall be the signing authority if the Grant submission does not require Council approval, and the Mayor and Clerk shall be the signing authority if the Grant submission requires Council approval.
- 3.7** For all Grant submissions over \$10,000, a memo to Council from Departmental staff responsible for the project will be circulated to advise them of successful Grant applications.
- 3.8** A copy of all Grant submissions must be provided by the initiating Department to the Financial Services Department to maintain a copy on behalf of the Corporation. The Commissioner of Financial Services/Treasurer may prescribe a form for this purpose to track Grant particulars.

- 3.9** For all successful Grant submissions, a memo from Departmental staff responsible for the project will be circulated to Financial Services advising them of the Grant, the amount awarded and timeline of the Grant for accounting and reporting purposes.
- 3.10** In accordance with the Signing Authority By-law, the Treasurer shall be the signing authority for all funding agreements required as a result of a successful grant submission.
- 3.11** Departmental staff responsible for the project is required to submit all report(s) associated with the Grant to the granting body.

This Policy is hereby approved by Council Resolution #276-17 on this 8th day of May, 2017.