



## **GRANT MANAGEMENT AND ADMINISTRATION POLICY**

Applicability: All CVRD

Effective Date: June 13, 2019

### **PURPOSE:**

1. Outline staff responsibilities for grant management and administration;
2. Create an efficient business process and to ensure compliance with legislation and contractual obligations;
3. Ensure that grant applications are within the scope of the Cowichan Valley Regional District's (CVRD) strategic goals; and
4. Minimize risks associated with non-compliance of grant requirements.

### **POLICY:**

This policy applies to all grant applications over \$5,000 for which the CVRD is the applicant. Grant applications under \$5,000 will be sent to Finance for information only.

The Grant Manager is designated by the Chief Financial Officer (CFO) and is responsible for adhering to all aspects of the procedures outlined in this document.

The CFO, as appointed by the Board, is responsible for keeping and safeguarding all grant records, certifying the grant claims are accurate and supported by proper financial documentation and representing the CVRD in the event of an audit by a granting agency.

### **PROCEDURES:**

The Grant Manager will:

1. Ensure that the activities covered by a grant program are properly approved/authorized either by inclusion in the Five-Year Financial Plan bylaw or as otherwise authorized by the Board prior to preparing a grant application;
2. Ensure that all eligibility criteria and requirements of the grant are met and continue to be met over the term of the grant;
3. Ensure that only authorized signatories enter into grant funding agreements or otherwise commit the CVRD to obligations under the grant program;
4. Forward all applications for grants to the CFO for approval prior to submission;
5. Forward all financial claims pertaining to grants to the CFO for approval prior to submission;
6. Supply the Corporate Officer or their designate with the original of any contracts entered into during the grant funding process;



7. Supply the following records to the CFO or their designate as received or created:
  - a. Fully executed application document;
  - b. Grant information and eligibility criteria;
  - c. Correspondence confirming approval or denial of grant funding;
  - d. Copy of the fully executed contract where applicable and/or information from the grantor outlining grant funding requirements;
  - e. Copies of all progress reports or claims submitted to the grantor; and
  - f. Copies of correspondence from the grantor outlining any delinquencies, requirements of the grant that are outstanding and notices of audit.

The CFO or their designate will:

1. Maintain a record of all grant applications and grants in progress;
2. Review and ensure that all financial claims submitted to the granting agency are accurate and meet eligibility criteria;
3. Maintain financial records to support grant claims and audits;
4. Monitor grant activities, claims and status for risks relating to non-compliance with contractual or legislative obligations and for potential impacts on cash flow management; and
5. Under extenuating circumstances, or in the event there is not adequate notice of a grant opportunity to comply with the timeliness, the division shall alert the CFO immediately upon receiving notice of funding availability to ensure availability to assist with expediting the application and approval process.

Approved by: CAO Approval date: June 13, 2019
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