

Corporate Policy & Procedure



Policy Title: Grant Funding Management

Policy Number: [Policy No.]

Section: Finance and Accounting

Effective Date: [Effective Date]

Approved by:

Council

Subsection: Fees and Other Revenues

Last Review Date: N/A

Owner Division/Contact:

**Finance Division, Corporate Services
Department**

Policy Statement

The City actively pursues Grant funding opportunities to help develop, deliver and/or sustain City infrastructure, programs and services in a way that is fiscally responsible.

Purpose

The purpose of this policy is to implement and maintain meaningful Grant oversight, administration and coordination, thereby maximizing the City's Grant-related revenue, and improving the efficiency and impact of programs and services funded through Grants.

This policy provides general guidance and defines responsibilities in managing Grant applications and Grants awarded to the City.

Scope

This policy applies to all staff and members of Council involved in:

- The preparation and submission of Grant applications
- The approval of Grant applications and/or agreements, and
- The implementation and management of Grants awarded to the City

Exclusions

This policy does not apply to:

- Grants provided by the City to community organizations – for further information, reference Corporate Policy and Procedure – Community Grant Administration
- Rebate and incentive programs (e.g. utility incentive programs such as SaveONEnergy)
- The preparation and submission of Grant applications in which the City is not the lead applicant, and
- Applications and/or Grants awarded to the City involving the Canada Community Building Fund (formerly the Federal Gas Tax Fund), the Provincial Gas Tax Fund, or sport hosting bids

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Legislative Authority

This policy is written in compliance with:

- The *Municipal Act, 2001*, related Ontario Regulations made under the Act, as amended and all other applicable legislation
- Public Sector Accounting Standards, and
- City policies, procedures and by-laws, including City By-law 0198-2014, as amended, which delegates authority to approve and execute applications and agreements for the receipt of funding by the City

Related Policies

- Operating Budget
- Capital Budget
- Budgeted Position Control
- Reserves and Reserve Funds Management
- Financial Monitoring
- Fundraising Campaigns and Monetary Donations to the City of Mississauga
- Advertising and Sponsorship with the City
- Processes for Receipt, Deposit and Refund of Payments

Definitions

For the purposes of this policy:

“City” means The Corporation of the City of Mississauga.

“Council” means the Mayor and Councillors for The Corporation of the City of Mississauga.

“Department Head” means the employee heading any Department or the staff designated in writing to act in the absence of a Department Head.

“Departmental Staff” means staff from the major operation groups within the City, namely the City Manager’s Office, Community Services, Corporate Services, Planning & Building and Transportation & Works.

“Grant” means a sum of money, given for specific purposes, typically as a result of a Grant application or proposal which has been submitted to the funding organization.

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Roles and Responsibilities

Council

Council is responsible for authorizing City staff to apply for Grants and to accept and appropriate funds awarded to the City through a Grant.

Department Head

Department Heads are responsible for:

- Approving and executing Grant agreements, and
- Approving the termination of Grant agreements and/or the return of funds awarded to the City through a Grant, as necessary/applicable

Legal Services

Legal Services staff are responsible for reviewing Grant agreements prior to execution and identifying risks, if any.

Departmental Staff

Departmental Staff are responsible for:

- Advising Finance of Grant funding opportunities
- Assisting Finance to prepare Grant applications, as appropriate
- Preparing budget amendments, as applicable, upon receipt of a Grant approval, with the assistance of Finance
- Managing communications, including funding announcements, as appropriate or required by the applicable Grant agreement
- Ensuring Grant deliverables are met as per the terms and conditions of the Grant agreement
- Monitoring project costs funded by a Grant and ensuring costs are allowable and within the scope of the associated Grant award
- Providing Finance with regular updates on the status of projects funded by a Grant, including any modifications to project scope and/or timelines
- Maintaining complete records during the project and after project completion, in accordance with the Grant agreement
- Preparing reports to Grant funders, in coordination with Finance, in accordance with the Grant agreement
- Advising the Department Head and Finance when recommending the termination of a Grant agreement and/or the return of funds awarded to the City through a Grant, and
- Assisting Finance and the Audit Coordinator as needed during audits

Finance

Finance oversees the Grant application process and the management of Grant funding in collaboration with Departmental Staff. Roles and responsibilities include:

- Actively seeking Grant funding opportunities with the assistance of departmental staff
- Performing due diligence, including but not limited to:

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- Validating that the funders of potential Grants are acceptable to the City, with the assistance of departmental staff, as appropriate/required
- Where City contributions are required, determining if the required contribution is reasonable, and if so, identifying the funding source and the timing of the required funds
- Assessing the feasibility of the grant criteria, including deliverables, reporting requirements, timelines and required resources, and
- Advising the applicable Departmental Head of concerns, as appropriate
- Writing and submitting Grant applications on behalf of the City with the assistance of departmental staff, as appropriate/required, ensuring Grant submissions are completed efficiently and deadlines are met
- When a grant is awarded to the City:
 - Setting up accounts, as appropriate, in the City's financial system
 - Providing guidance on appropriately tracking Grant-funded costs to departmental staff, and
 - Receiving and disbursing Grant funding
- Providing the required information/reports to Grant funder(s), as required by the Grant agreement/rules, with the assistance of departmental staff, including:
 - Status, periodic, and close out reports
 - Modifications to scope and/or timelines, and
 - Any other communication required by the Grant agreement
- Acting as primary point of contact for the City amongst all Grant funders and ensuring Grant agreement commitments have been fulfilled
- Maintaining complete Grant records in accordance with the Grant agreement
- Providing reports and/or quantitative Grant data to management, Department Heads and Council upon request, with the assistance of Departmental Staff, as required
- Facilitating audits as requested by the Grant funder

Grants Acceptable to the City

While Grants are an important funding source for the City, accepting a Grant may require the City to accept certain conditions, restrictions and/or obligations. Staff shall only pursue Grants that align with the City's core values, vision, strategic goals and long term financial plan.

Additional considerations include:

- Grant funding must not confer a personal benefit, directly or indirectly, to any particular City staff or member of Council
- 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, and
- The City shall not accept any Grant that includes a loan component

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Grant Funders Acceptable to the City

Grant funding is available from federal, provincial and local government agencies and from private organizations. City staff must exercise due diligence to ensure that the source of Grant funding is acceptable to the City. Unacceptable Grant funding sources include, but are not limited to organizations:

- Whose activities are perceived to be in conflict with the City's core values, vision or strategic goals
- That are in conflict with any applicable laws, City by-laws or policies
- That are in breach or conflict with any existing City agreements and/or contracts
- That are in litigation, judicial or arbitral proceedings against or by the City, and/or
- That support or endorse:
 - Tobacco, Alcohol & Cannabis
 - Pornography
 - Violence and hatred
 - Terrorism
 - The production, distribution and/or sale of weapons or other life-threatening products
- That engage in any activity which, if associated with the City, may constitute a reputational risk for the City as determined by City staff

Revision History

Reference	Description
Enter previous review - e.g. GC-1234-2015	N/A