

**Policy statement**

Leduc County recognizes the importance of supporting organizations that provide services to County residents.

**Definitions**

*Grants Committee* means members of administration or Council assigned to receive and evaluate applications.

*Operating grant* means financial assistance that supports a portion of the annual operating expenses in one year period.

*Service grants* means support to non-for-profit agencies and committees that provide a valuable service to the community.

**Policy standards**

1. A Grants Committee will be established consisting of two (2) members of administration and two (2) members of Council.
2. Requests will be reviewed quarterly (January, March, June, September) as determined by administration.
3. Funding proposals will be considered for 1-3 years of funding. All approvals are conditional and may be cancelled at the discretion of Leduc County.
4. Funds are primarily considered operating grants, although on occasion Leduc County will consider capital grant support.
5. Silent auction and promotional gifts will be addressed through the Recognition/Commemorations Policy.
6. The Grants Committee will complete a merit based evaluation review process that will inform County decision.
7. This policy does not include grants that are identified through legislation or agreement.
8. All applicants will be notified of their status within 45 days of their application deadline.
9. Grant recipients must acknowledge and demonstrate the support of Leduc County.
10. Applications, criteria and guidelines will be available on the Leduc County website.

**Policy responsibilities**

*Council responsibilities:*

Council will,

- Approve the budget for grant funding support through the annual budget process.
- All final funding approvals will be directed by Council.

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*Administration responsibilities:*

Administration will,

- Lead the Grants Committee in the administration of applications, criteria, review process and recommendation to Council.
- Prepare all applications for review and consideration by the Grants Committee.

Director of Community Services will,

- Be responsible for the management and review of this policy.
- Be responsible for maintaining and updating this policy and ensuring that the appropriate resources are available to meet the service level.

**Monitoring and updating**

- This policy will be posted on Leduc County’s website.
- This policy will be reviewed at least once every four years.

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