

## **Purpose/Background**

Grants provide the opportunity to enhance funding and supports; however, when applying for grant agreements, consideration of the terms and conditions must occur in order to protect RVS from unintentional risk and cost(s). Grantors often require recognition beyond a charitable donation receipt, as outlined in a binding contractual arrangement. This contractual obligation differentiates grants from donations. Donation requirements and procedures are outlined in Administrative Procedure AP5114 and AP5116.

The purpose of this procedure is to clarify the process of grant applications to ensure sustainability, operational functionality and successful implementation of the received grant funds.

## **Definitions**

### **Pre-approved Grant Listing:**

Posted on RVS' Website, this list incorporates any grants that:

- a) May be applied for by multiple schools;
- b) Cause minimal impact to departments and provides acceptable conditions;
- c) Have been approved by the Associate Superintendent of Business and Operations;
- d) Can be signed off by the School Principal (assumes a role of the Most Responsible Person (MRP)/team, see 3. below).

### **Community Partner Program Coordinator:**

This is an RVS staff member specializing in grants and community partnerships. This individual is listed on the pre-approved grant site and can be contacted with questions about grants. If a grant is not listed on the pre-approved list, this individual will be the first point of contact for schools or departments to initiate the request for a new grant to be added to the pre-approved grant listing.

## **Procedures**

1. Schools, departments, individuals or societies are permitted to apply for a grant under the name of Rocky View Schools if the grant is:
  - a. Approved by the school principal/supervisor, and
  - b. Less than \$1,000 with no terms and conditions, or
  - c. On the pre-approved grant listing
2. Schools, departments, individuals or societies applying for a grant not meeting these criteria must obtain consent from the Associate Superintendent of Business and Operations or designate. If it is determined that the grant is not in accordance with RVS policies or procedures and/or puts RVS into a state of risk/liability or is simply not cost effective, the Associate Superintendent of Business and Operations (or designate) may refuse to authorize the grant application.

3. All grants must have an assigned MRP or Team.
  - a. The MRP will be responsible for oversight of the grant including, but not limited to:
    - i. Funding and/or program implementation;
    - ii. Tracking and reporting;
    - iii. Communication;
    - iv. Accountability.
  - b. The MRP will be responsible to present the grant application to the Community Partner Program Coordinator, Associate Superintendent of Business and Operations and/or other RVS Governance as required.
  - c. The MRP assumes the responsibility of coordination with the Finance Department, completed on a monthly basis by the 6<sup>th</sup> of each month, to ensure appropriate expenditures are applied against grant funds. Failure to do so may result in a loss of grant funds as a result of inadequate classification of expenditures.
  - d. The MRP must obtain approval to carry forward unspent or unallocated grant funds by August 31 of each year. Unapproved unspent grant funds will be returned or repaid, as required, at the expiry of the grant agreement.
4. All approved grant applications are to be sent/copied to the Community Partner Program Coordinator.
5. All grant award letters are to be forwarded to both the Business and Operations department and the Community Partner Program Coordinator.
6. Requests to appeal the decision of the Associate Superintendent of Business and Operations in relation to grant applications can be made to the Superintendent of Schools.

*Reference:*

- Education Act
- Charitable Fund-Raising Act
- Gaming and Liquor Act
- Income Tax Act
- Public Contributions Act
- Donations AP5114 & AP5116