

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL			
	Subject:	Grant Process	Section C00	Policy #04
	Effective Date:	September 5, 2007	Approved By: County Council	
	Revision Date:	January, 2017		

PURPOSE

To detail the application process and approval mechanism that applies whenever community organizations seek funding from County Council.

POLICY

This portion of the policy applies to all grant applications made as part of the budget process.

1. a) All requests for grants shall, in the absence of extraordinary circumstances, be submitted and processed as part of the annual budget setting process.
b) All such requests for funding shall be received by the County no later than by January 15 of the respective budget year under consideration.
2. During the annual budget setting process, community organizations which received council grants in the previous year's budget shall automatically be sent invitations to apply for further grants.
3. Whenever a community organization has not received funding in the prior year's budget and approaches Council for funding, that request will be referred to the Corporate and Community Services Committee for a report by staff. This report shall examine the viability of the organization, how the request may be funded and potential impact on the County's budget should the funding be approved.
4. The completed staff report shall be considered by the Corporate and Community Services Committee who shall make their recommendation to County Council.
5. All community organizations being considered for funding by Council, including those that have previously received funding, shall be required to submit the following documentation in support of their applications for funding:
 - a) Cover letter outlining the organization's programs and services, as well as an explanation of the purpose of the grant and how it will benefit the people of Lambton County;
 - b) Copy of the prior year's financial statements;

- c) Budget for the current operating period as approved by its board; and,
 - d) The amount and duration of funding being sought.
6. Only completed applications received in advance of the submission deadline shall be incorporated into the draft budget for consideration by County Council. These requests shall then be reviewed by County Council as part of its normal Budget deliberations.
 7. In addition, whenever a community organization has entered into a multi-year formal funding agreement with the County, it will be invited to address County Council during its annual budget setting process prior to Council considering which grants it shall approve. The purpose of these presentations shall be to provide Council with a full report on their activities and to answer any questions Council may have regarding its funding arrangements and performance expectations.

This portion of the policy applies to all grant applications made outside of the regular budget process.

1. All requests for grants shall, as a general principle, be submitted and processed as part of the annual budget setting process. However, the policy recognizes that there may be extraordinary circumstances which require consideration of a grant application outside of the budget setting process.
2. All requests for funding outside of the budget setting process shall be submitted in writing to the County. Upon receipt of such a request, staff shall prepare a written report for consideration by the Corporate and Community Services Committee. The report shall examine the viability of the organization, how the request may be funded, and potential impact on the County's budget should the funding be approved.
3. The recommendations of the Corporate and Community Services Committee shall then be referred to County Council for its consideration.
4. All organizations submitting a request for funding shall submit documentation as outlined in Section 5 above.

POLICY HISTORY

REVISION	DATE	PREPARED BY
Policy reviewed and the following revisions made: <ul style="list-style-type: none"> • Policy template updated and formatted for accessibility compliance. 	January, 2017	Human Resources