



POLICY – FN 23

GRANTS

APPROVAL DATE:	2021-09-07	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2026

POLICY STATEMENT

To outline the process by which administration shall utilize and allocate grant funding in order to align with the goals and objectives of Council for the Village of Marwayne.

BACKGROUND

The Village of Marwayne annually receives grant funding from Provincial and/or Federal levels of government for designated projects and/or endeavours. The Village of Marwayne is required to meet the eligibility criteria and fulfill the reporting requirements in order to be approved for funding in any given year.

OBJECTIVE

To summarize the way in which administration shall allocate grant funds upon receipt from the Provincial and/or Federal Government for approved Council projects and endeavors.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

FCSS is Family and Community Support Services.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- Administration shall present to Council various projects and/or endeavors on an annual basis which meet the eligibility criteria for recurring provincial and/or federal grant funding opportunities.
- All grant applications must be approved by Council prior to submission.
- Administration is responsible for fulfilling the requirements of the grant application as well as completing the reporting requirements upon receipt of payment by the legislated deadline and agreement for the grant.
- All grant approvals must be signed and saved on the Village's server for future accessibility and referral.
- Administration must ensure to code all applicable expenses to the correct general ledger account number for year end financial reporting and auditing purposes.
- Council will be advised of funding amounts for all provincial and/or federal grants.
- Currently, the Village of Marwayne receives annual grant funding such as the Municipal Sustainability Initiative (Operational & Capital) and Gas Tax Fund. Other grant funding received is based on specific projects and/or endeavors or new programs made available by the provincial and/or federal governments.



- External grant funding, such as FCSS, is subject to specific eligibility criteria that is approved internally by the Village of Marwayne.
 - FCSS applicants are reviewed by administration on an annual basis using the guidelines of the provincial government for eligibility;
 - A summary of applications and allocation amounts must be presented to Council each year in October for disbursement;
 - Funding decisions must be made no later than November of any given year to ensure applicants have the necessary time to assess the impact on their respective budgets;
 - Upon Council approval, administration is to send letters to all applicants advising whether or not their application was approved and the amount of grant funding they shall receive;
 - Grant recipients must have completed the previous year end reporting requirements in order to be eligible for funding;
 - Administration must ensure that the yearly FCSS report to the provincial government is submitted by the legislated timeline; and
 - The Village of Marwayne reserves the right to limit the amount of grant funding delivered externally in order to fund internal FCSS initiatives.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant



EXEMPTIONS

Annual grant funding opportunities for the Village of Marwayne, outside of those referenced in this policy, shall be presented and communicated to Council to determine eligibility as they become available.