

Policy and Procedures – Rotary Club of Calgary West

International Services Committee and Board of Directors Motions to Support Grant Applications

The IS committee must receive motions for approval when a project application is pursuing grant applications for:

- Community Initiatives Program International Development Grant (CIP from the Government of Alberta)
- District Designated Funding (District 5360 – all Types A, B, C, D)
- Government of Canada Grants (TRFC)
- Global Grants (TRF)

When the IS Committee approves such motions, they will recommend to the Director of Services & Grants that the subject motions be presented to the Board for approval.

Rationale:

Even though anticipated funding is listed on the original IS application form, things may change as the project develops and most definitely there is often a significant time lag between having all club funding in place and when the grant applications are ready to be submitted. Also at the time of the original request for club funding, the dollar value of these various grant application is not known.

It is a responsibility of the Board to take into consideration where we are at with grant funding obligations, i.e. how many grants are still open, the dollar value of these grants and the respective grant types. It is unlikely the IS Committee would turn down a grant application without a very valid reason. IS assumes the responsibility of determining the validity/feasibility of the grant proposals.

With the introduction of TRF Canada grants and more champions eyeing bigger funding opportunities, our club's commitments expand and need to be more formally monitored.

Process:

1) Applications and motions are submitted to the IS Chair a minimum of one week prior to the regularly scheduled IS Committee meeting.

2) IS Chair circulates the information to the members one week prior to the regularly scheduled IS meeting.

3) IS votes on the motion(s) Each grant request would be a separate motion.

- If approved, a recommendation is made to the Director of Services & Grants to take the motion(s) to the Board for approval.
- If not approved – the motions are returned to the champion of the application to address the concerns/conditions.

4) Director of Services & Grants circulates the motions to the Board one week prior to the Board Meeting.

- If approved by the Board, the champion of the application is notified, by the Director of Services & Grants. If defeated – concerns/recommendations are shared with the champion of the application.

5) E-vote would be used by the IS committee and/or Board only under extenuating circumstances. Often time is of the essence for the project once approval is received for CIP grants and/or DDF to move GoC grants and Global Grants forward. It is at this point that the dollar value of the GoC and Global Grants can be determined.

Reporting Requirements:

Responsibility:

Board to be aware of the project name, grant type, grant approval date, final reporting due date and dollar amount of open grants and to take into consideration such information when approving application requests

Director, Services and Grants to approve report form and content; monitor maintenance; review report with the committees, and to present report to the Board

IS Committee with input from **LCS, VS and Youth Services** as applicable to formally track, maintain, monitor and report to Director the number, type and dollar amount of open grants

Frequency of Report Updating, Presentation and Review:

Report to be updated every time there is a change of grant status or request for Board approval to make application for a grant or upon request of Director, Services and Grants or Board

Report to be monitored and formally reviewed quarterly or more frequently as needed by the committees and the Director, Services and Grants

Report to be presented to the Board every time there is a change of grant status or request for Board approval to apply for a grant or upon request by Board

Report to be reviewed by the Board every time there is a change of grant status or request for Board approval to apply for a grant. A formal review to be conducted by the Board semi- annually (September and March)

The report needs to be reader friendly and not labour intensive. It should be printable on a single sheet of letter-size paper. It is not intended to contain project descriptions or be a progress report of the individual projects. Just a concise summary at a glance of our grant obligations.

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