

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE	NUMBER	A1460
GRANTS AND OTHER CITY CONTRIBUTIONS	DEPARTMENT	FINANCIAL SERVICES & UTILITIES
	DELEGATED AUTHORITY	CHIEF FINANCIAL OFFICER & TREASURER
	CONTACT	DIRECTOR, CORPORATE ACCOUNTING
DEFINITIONS	DATE	OCTOBER 10, 2013

City – Means the municipal corporation of the City of Edmonton.

Contribution – A transfer of cash, goods or services made to external parties.

Donation – A Contribution with no terms or conditions imposed on the recipient or external party.

Eligibility Criteria – Terms that specify who qualifies to receive a Contribution and/or the actions necessary to qualify for the Contribution prior to receipt.

Exchange Transaction – A Contribution where the City receives a good or service directly in return.

Grant – A Contribution where Eligibility Criteria and/or Stipulations are compulsory for the recipient, there is a formal application and selection process and there is a future obligation attached to the Contribution.

Grant Agreement – A legal instrument documenting the terms and conditions under which a Grant recipient receives public funds for a Grant Program.

Grant Program – A program that establishes clearly defined objectives, terms, conditions, provisions and Eligibility Criteria for a recipient to have access to public funds through an objective assessment and selection process.

Grant Program Manager – The employee responsible for overseeing the Grant Program, including reporting on the outcomes of the program, and is accountable for the budget where Grant funds are expensed.

Investment – A Contribution with the expectation of a direct financial return.

Loan – A Contribution with the expectation to be repaid in the future.

Rebate – A reimbursement to a recipient for an expense as per a City incentive program (a program established to encourage certain behaviors to achieve a specific objective - i.e. purchase of a low flush toilet).

Sponsorship – A Contribution of funds to an eligible organization in return for an identified promotional return to the City.

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Stipulation – A condition on how the Contribution must be used once it is received or the actions that the recipient must perform in order to keep the Contribution.

Subsidy - A Contribution of funding that is not otherwise defined by this directive.

PROCEDURES AND GUIDELINES

City Contributions will be administered in accordance with Attachment I – City Contributions Decision Criteria.

All City Contributions that have an expectation of a return or repayment should be reviewed with the Financial Services and Utilities department to provide direction and confirm appropriate process.

All departments are responsible for administering Grant Programs in accordance with defined criteria steps listed in Attachment II – Grant Administration Cycle.

Grant Program Managers with related budget authority are responsible for ensuring all Grant applications meet criteria steps in a timely manner and in accordance with the Grant Administration Cycle.

After reviewing Grant recipient eligibility, Grant Program Managers will approve Grant applications in a fair and equitable manner.

All departments must monitor and annually report all Grant payments to the Financial Services and Utilities Department as part of the year end financial process.

All Contributions must be recorded under the defined cost elements as outlined in Attachment III.

The Financial Services and Utilities Department is responsible for ensuring that department Grant Program Managers receive proper training and guidance on the use of this Directive.

COMPLIANCE

The Financial Services and Utilities Department may conduct random checks or assessments to ensure compliance with this Directive.

Any employee who violates or knowingly allows his /her staff to violate this Directive is subject to disciplinary action up to and including termination.

ATTACHMENTS

Attachment I – City Contributions Decision Criteria

Attachment II – Grant Administration Cycle

Attachment III – City Contributions Cost Element