

DATE OF MEETING MARCH 8, 2021
AUTHORED BY LAURA MERCER, DIRECTOR, FINANCE
SUBJECT STATUS OF MUNICIPAL GRANTS

OVERVIEW

Purpose of Report:

To provide the Governance and Priorities Committee with the status of all active municipal grants streams.

BACKGROUND

At the 2021-FEB-22 Governance and Priorities Committee, discussion took place regarding available grants and the work involved for the Finance Department for grant applications. Staff was tasked with providing an information report updating the Committee on the status of all active municipal grant streams.

DISCUSSION

The Business, Asset and Financial Planning department continually monitors the grants streams available for municipalities. The Grant function is the responsibility of the Financial Analysts within that department.

When new funding opportunities are identified, the Financial Analyst contacts the relevant department or for boarder grant opportunities, coordinates a meeting with all departments that may have an applicable City initiative to submit for consideration. Prior to cross departmental meetings the Financial Analyst prepares and forwards to all participants a synopsis of the grant program highlighting relevant details such as purpose and goals of grant program, eligible and ineligible projects and costs, funding levels and criteria, deadline for application as well as required project start and end dates. Once the potential initiatives have been short-listed, the Financial Analyst works with the applicable department(s) to write a report to Council on the short listed initiatives for Council's consideration.

Once Council has made a decision as to what initiative should be submitted, the department and the Financial Analyst work together to complete the application for submission. On a weekly basis, an updated grant applications status report is distributed to senior Staff. The most recent summary is included in Attachment A.

The summary is broken down by the following categories:

- New grant programs announced;
- Grant applications in progress;
- Upcoming grant deadlines for which no City application is anticipated;
- Grant applications submitted;
- Grants approved; and,
- Unsuccessful grants.

For each category, the summary identifies:

- Grant program
- City initiative applied for
- Submission deadline
- Expected results date
- Amount available |

CONCLUSION

In addition to subscribing to multiple email listing for grant websites the Financial Analyst regularly reviews applicable websites for new grant opportunities available to municipalities and works with departments to identify relevant City initiatives. The recent increase in grant opportunities along with shorter than typical turnaround times between grant announcements and application deadlines has provided challenges for both Finance and the applicable departments. |

SUMMARY POINTS

- The Grant function is the responsibility of the Financial Analysts within the Business, Asset and Financial Planning department.
- On a weekly basis, an updated grant applications status report is distributed to senior Staff.

ATTACHMENTS

Attachment A: 2021 Grant Applications |

Submitted by:

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Concurrence by:

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