

Title	GRANT CO-ORDINATION FOR SCHOOLS AND DEPARTMENTS	Independent Procedure No.	9032
Department	PUBLIC AFFAIRS AND COMMUNITY RELATIONS, DIRECTOR'S SERVICES		
Reference(s)		Effective Date	2001 Oct. 18

NOTE: This procedure refers to all grants except the General Legislative Grants.

Funding through grants provides increased opportunities to deliver a variety of programs/projects that are not covered by the Board's budget allocations from the province.

It is important for this activity to be coordinated to ensure a consistent system approach, to avoid duplication of effort, and to provide accountability to the granting organizations. A system process is necessary, recognizing that the Board holds ultimate responsibility for all grants.

The Following are Some Examples of System Coordinated Grants

- Grants from the Ministry that support implementation of Classroom initiatives. (e.g. Bridges - Structured Transition to Work Program)
- Grants from Ministry which link district school boards with community partners. These usually involve joint submissions. (e.g. Women's Shelter Grants)
- Grants where we go after special targeted monies from the Province or the Federal Government. (e.g. Glencoe Quest Centre, Ontario Youth Apprenticeship Program - OYAP, Summer Student Placement Programs)
- Charitable Foundations. (e.g. Ronald MacDonald's Children's Charities of Canada, London Community Foundation)

- 1.0 While departments and schools across the system are encouraged to seek grants, Public Affairs and Community Relations Department will support grant activity to ensure timely information collection and sharing of grant opportunities, as well as documentation to ensure fulfilment of grant requirements.

- 2.0 When a school or department is interested in applying for a grant, or participating in the application for a grant by a partnering agency/organization, the following process must be followed:
 - 2.1 Prior to a grant proposal being submitted for consideration to a funding body, staff initiating the proposal must secure the appropriate internal endorsement from the Principal or Learning Supervisor/Manager and the Supervisory Officer.
 - 2.2 To ensure that grant opportunities support all students in the most effective manner, grant applications for amounts over \$25,000 must be approved by the appropriate Associate Director.
 - 2.3 Administrative Council must approve all grants requiring significant financial, staffing, leasing or renting commitment from the Board.
 - 2.4 Grant contracts and funding agreements must be signed by a designated signing authority.
 - 2.5 A contact person (Program/Project Coordinator) is to be identified from the school or department initiating the grant. If the grant proposal is successful, this individual will be responsible for program/project implementation, delivery and accountability.
- 3.0 A copy of all grant proposals is to be submitted to the Community and Corporate Development Officer, Public Affairs and Community Relations, who will record and update all grant opportunities and applications on a database to be shared throughout the system. The database will track which grants have been approved and when obligations to grantors have been met. Where appropriate, the Community and Corporate Development Officer will:
 - 3.1 act as the liaison between the system and granting organizations/agencies,
 - 3.2 provide assistance in preparing specific grant applications;
 - 3.3 ensure that all obligations and reporting requirements of a successful application are honoured and that the grantor receives appropriate recognition;
 - 3.4 assist in identifying and cultivating community partnerships for joint grant applications.
- 4.0 When a grant has been approved it is the responsibility of the designated contact person (Program /Project Coordinator) to:

- 4.1 advise all appropriate departments of the successful application, e.g., Organizational Support Services, Public Affairs and Community Relations;
 - 4.2 contact Organizational Support Services (Business Services) to ensure fiscal accountability for the grant. Organizational Support Services (Business Services) will establish appropriate accounts and assign staff to assist with the submission of financial reports;
 - 4.3 contact Organizational Support Services (Human Resources) when a grant involves the hiring of staff, payment to employees and contract stipulations such as worker's compensation;
 - 4.4 ensure that all terms of the funding contract/agreement are understood and met, e.g., required reporting, recognition to funding organization, evaluation, etc.
- 5.0 It is equally important to document grant proposals initiated by outside organizations on behalf of Thames Valley students. For example, TVDSB may have partnered with a number of community organizations to develop a particular program/project. Although TVDSB does not submit the application, nor receive the actual funds, there is a direct benefit to our students and an expectation for some form of ongoing Board commitment and/or staff participation. These grant proposals should also be copied to Public Affairs and Community Relations.
- 6.0 Information about grant proposals initiated by the Thames Valley Education Foundation will also be documented given that these applications are pursued on behalf of Thames Valley students. As well, information about upcoming grant opportunities will be shared with the Foundation.