



Policy No. 1204

# Grant Endorsement Policy

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**POLICY # 1204**

**REVISION RECORD**

Date	Version	Revision description
November 20 <sup>th</sup> , 2012	1	Original Grant Endorsement Policy



**POLICY # 1204**

**1. TITLE:**

**1.1 Grant Endorsement Policy**

**2. POLICY STATEMENT:**

- 2.1 The Village of Heisler does not endorse any grant applications without an agreement between the grant applicant whether it be an organization, institution or individual and the Village of Heisler Administration Department.**

**3. PURPOSE:**

- 3.1 As the Village of Heisler Administration Department is responsible for ensuring that the conditions and obligations pertaining to financial compliance of the grant application are met, the Administration Department will not endorse grant applications from organizations, institutions or individuals requesting endorsement of their grant application unless it is agreeable to the organization, institution or individual that if their grant is approved, the Village of Heisler will retain a 10 (ten) per cent administrative fee from the received grant funds.**

**4. SCOPE:**

- 4.1 The scope of this policy is to all organizations, institutions and individuals who ask for grant endorsements from the Village of Heisler.**

**5. OBJECTIVES:**

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**



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**6. POLICY DETAILS:**

- 6.1 Whenever an organization, institution or individual asks the Heisler Administration Department for endorsement of their grant application and their grant application is approved, the Administration Department of the Village of Heisler will require a 10 (ten) per cent administrative fee per endorsed application, as the Heisler Administration Department will be responsible for ensuring that the financial obligations and conditions stated in most grant applications are met.**

**7. ROLES AND RESPONSIBILITIES:**

- 7.1 It is the role of the Administration Department of the Village of Heisler to uphold this policy enacted by council.**

**8. MONITORING, EVALUATION AND REVIEW:**

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler**

**9. DEFINITIONS AND ABBREVIATIONS:**

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26**

**Council Approved:** \_\_\_\_\_

**Motion #** \_\_\_\_\_

**Responsibility:** Administration

**Next Review Date:** November 20, 2017