



## Recreation Funding Committee Schedule "A"



# Administration Policies and Procedures

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Outlined below is the operational policies used to compliment the Recreation Funding Committee (RFC) Bassano - Terms of Reference (TOR).

## 1.0 Administrative Operational Policies

Administration is responsible for completing operations for the RFC.

### 1.1 RFC Meeting Package Development

1.1.1 Administration is responsible for the preparation meeting packages.

### 1.2 RFC Incident Reporting

1.2.1 Administration is responsible for disbursing incident reports to both Town and County Councils.

### 1.3 Preliminary Checks and Follow-up Forms

1.3.1 Administration is responsible to complete preliminary reviews on all completed grant applications.

1.3.2 Administration will identify ineligible applications and make notes for the RFC to review.

1.3.3 Administration will request additional information from an applicant if the application is deemed incomplete where applicable.

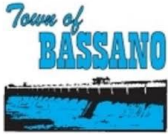
1.3.4 Administration shall communicate with the applicants as to the status of their application (incomplete, ready for review, approved or not approved for funding).

### 1.4 Filing Current and Historical Documents

1.4.1 Housing of documents pertaining to the grant.

1.4.2 Maintaining documentation for auditing and review purposes.

1.4.3 Responsible for the accounting associated with the RFC.



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### 1.5 Disbursement of Public Information

- 1.5.1 Administration shall publicize grants notices, awards and update through local advertising streams and on social media.
- 1.5.2 Administration will arrange for the presentation of grants disbursements. A member of the RFC shall present the grant and participate in a photo opportunity with the recipient.
- 1.5.3 All communications will be sent by the Administration.

### 1.6 Management of Grant Funding and Accounting

- 1.6.1 As per the Intermunicipal Collaboration Framework (ICF) and correlating bylaws/policies, the Town shall disburse funding to the successful applicants selected by the RFC.
- 1.6.2 After approval by the RFC, financials and a list of funded projects/programs/events shall be submitted annually by Administration to the Town Council and County Council.
- 1.6.3 A summary of successful application shall be publicly posted on the Town's municipal website.

### Recreation Grant Funding Cycle and Important Dates

- Applications open – March 31<sup>st</sup>
- Applications close – April 30<sup>th</sup>
- Previous Funding Cycle Financials Due – April 30<sup>th</sup>
- Evaluation period – May 1<sup>st</sup> to May 14<sup>th</sup> (regular meeting will be held)
- Disbursement Period – May 15<sup>th</sup> – May 31<sup>st</sup>
- Grant Funding Process Review – by November 1<sup>st</sup>