



Recreation Funding Committee  
Schedule "E"



## Grant Review Process

### Preliminary Check (Administration) and Follow-up Forms:

#### Preliminary Check

- Administration shall complete a preliminary check on all recreation grant applications.
- Administration has the authority to check for incomplete applications and notify applicants if the application has been accepted or if additional documentation is required using the letter templates prepared in Schedule "I".
- Communication will be sent to the primary contact indicated on the application.
- Incomplete applications submitted after the deadline will not be collected by administration and letters will not be issued regarding the acceptance or incompleteness of the application after April 30<sup>th</sup> of each funding cycle.
- Administration is required to indicate what action has taken place regarding the application and in what capacity they have communicated with the applicants. This shall be recorded on RFC Primary and Official Grant Tracking Sheet.
- Administration does not have the authority to reject or deny applications.

#### Follow-up Forms

- Administration is responsible to distribute funds pursuant to completed Follow-up forms. The full distribution of remaining funds may be deferred to the RFC.



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### Official Review (RFC):

The official review will be conducted by the RFC who has final decision-making power over how the funding is to be allocated. RFC will use the RFC Schedule F (Grading Matrix) to aid in the decision-making process.

1. The RFC shall meet no later than May 15<sup>th</sup>.
2. The RFC shall review each application and make notes for each application using the RFC grading matrix.
3. The RFC will grade each application collectively and award funding based on this assessment.
4. The RFC has the authority to amend the funding amount request on each application.

### Annual Application Review Process:

The RFC shall meet annually during the month of November to review the recreation grant funding process and application templates.

1. Any revisions to any part shall be decided using the official decision-making process in accordance with the RFC Terms of Reference.
2. Any feedback received by the RFC regarding the grant process will be discussed.
3. Any revision must be approved by the RFC and amended applications must be available by the next funding cycle.