

# COMMUNITY FOUNDATION OF OTTAWA

## POLICY

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### *POLICY: GRANTS APPROVAL – Delegation of Authority*

#### **Preamble**

The Board of Governors establishes policy, strategic direction and priorities for the Foundation's grantmaking programs. The annual amount for disbursement as grants is set by the Policy on Granting from Endowment Funds.

All grants fall under the Banking Resolution Policy with respect to fiscal controls. The Board reviews all grants and disbursements made under delegated authority at the Board meeting following the grant or disbursement.

#### **Statement**

All grants must be made to Qualified Donees, as defined by the Canada Revenue Agency (CRA). Staff are responsible for ensuring compliance with this regulation and for reporting annually to CRA.

Grants may be issued in response to applications from community organizations or based on the terms outlined in the Fund Agreement.

The Foundation has a variety of Fund types. The grants process and the delegated authority vary according to the Fund type. The accompanying chart illustrates the approval process for each type.

#### **1. Community (Unrestricted) Grants**

Grants that are made in response to applications from Qualified Donees may be made from the Community Fund or other Unrestricted Funds as well as from Field of Interest and/or Donor Advised Funds provided only that the grants meet the parameters of these funds. The Board of Governors delegates authority for granting in response to community grant applications to:

- The CEO or her/his delegate to approve grants up to and including \$10,000, with oversight by the Grants Committee Chair. The Board establishes an annual limit of granting under this authority.
- The Grants Committee to approve grants greater than \$10,000 or beyond the annual limit of the delegated authority.

**2. Donor Advised Funds**

The Board of Governors delegates authority to the CEO or his/her delegate for approval of grants based on the advice of donors.

**3. Field of Interest Funds**

Where the field of interest is covered within the Foundation’s community grants process the delegation of authority will follow the community grants process. Where the field of interest is narrow and/or requires staff to proactively research granting opportunities, the Board delegates authority to approve these grants to the CEO or his/her delegate. When it becomes difficult or impossible to satisfy the field of interest, the CEO will make a recommendation to the Board to alter the purposes of the Fund.

**4. Designated Funds including Organizational Endowment Funds**

The Board delegates authority to the CEO or his/her delegate for the approval of grants from designated funds ensuring that they comply with the terms of the Fund Agreement.

**5. Educational Awards Funds**

Where educational award funds identify a particular educational institution to receive grants and administer the selection process, the delegation of authority for grant approvals is the same as for Designated Funds.

The Board delegates authority for approval of grants for other educational awards to the CEO or his/her delegate, ensuring compliance with the terms of the Fund Agreement which outlines the terms of reference that the selection committee will follow to identify the recipient student. The grants are issued to the educational institution (a Qualified Donee) once the student is notified and required documentation is received.

<b>EFFECTIVE DATE:</b>	June 16, 2009
<b>ORIGINAL EFFECTIVE DATE:</b>	May 28, 1998
<b>LAST REVISED OR REVIEWED:</b>	February 2013
<b>SUBJECT TO REVIEW:</b>	Annually