
	City of Wetaskiwin Administrative Procedures:	GRANT IN AID
Procedure # 1104-01	Approved Date: January 31, 2011	Revised Date:
<u>Director</u>		<u>City Manager</u>

Responsibilities

1. The Director of Corporate Services will be responsible to ensure that the procedures identified are accomplished.

Procedures

2. The grant in aid application deadline will be advertised in local media prior to the beginning of each fiscal year.
3. Applications must be received prior to the advertised deadline date in order to be considered.
4. Applications for grants must be made on the approved application form.
5. Applications that meet the criteria will be forwarded to Council for approval.
6. All applicants will be notified of the result of their application and, if applicable, the grant requirements.
7. All recipients of Grant In Aid funds are required to submit a written report on the approved final report form.
8. No organization will be eligible for any future grant until they have submitted the final report for a previously funded project.

	Policy Review Deadline	Responsible Department Head	Initial / Date Complete
	Jan. 15, 2015	Director of Corporate Services	