

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	69
Section:		Issued:	October 14, 2014
Subject:	Information Required to Qualify for External Funding	Policy Effective:	October 14, 2014
Council Resolution # and Date:	Council Resolution No. 0673 of October 14, 2014	Page:	1 of 3
		Replaces:	Resolution No. 0093
Issued by:	Brian Parschauer, Assistant Director of Financial Services	Dated:	January 24, 2011
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

1. POLICY

- 1.01 The City of Prince Albert entertains requests for funding from various groups and organizations. This policy is created in order to provide a consistent approach to the level of information required from all groups or organizations who are requesting funding.

2. PURPOSE

- 2.01 The purpose of this policy is to ensure that entities provide key pieces of information about their organization to the City in order to be considered for funding during the City's budgeting process.

- 2.02 Each entity must provide:

- a) a written request for funding outlining the reason(s) why they should be considered,
- b) a copy of their most recent annual budget,
- c) a copy of their most recent audited Financial Statement,
- d) a Business - Action plan, and
- e) their organizational board and employee structures.

- 2.03 This information must be received by September 20th (or next business day) of the current calendar year in order for a grant to be considered for the new year.

3. SCOPE

- 3.01 This policy applies to all entities requesting funding from the City of Prince Albert, regardless of whether the funding is a grant, service agreement or any other funding arrangement.
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3.02 This policy does not apply in instances where there are other funding processes such as community grant funding or major event funding.

4. RESPONSIBILITY

- 4.01 The responsibility to provide all applicable information resides solely with the group requesting funding from the City. Administration is not responsible to ensure that all conditions of this policy and procedure are followed.
- 4.02 City Council will be the final adjudicating entity to determine whether sufficient information has been provided to receive funding for the new budget year.

5. DEFINITIONS

- 5.01 "Financial Statement" is defined as an audited report completed by an external professional accounting organization on behalf of the client making a request to the City.

6. REFERENCES & RELATED STATEMENTS OF POLICY & PROCEDURE

7. PROCEDURE

- 7.01 By no later than August 31st (or next business day) of each calendar year, City Administration will send correspondence to all organizations who were previously approved for funding.
- 7.02 All requests for funding must be submitted in writing or e-mail to the Director of Financial Services or designate and contain all pieces of information as requested under section 2.02 of this policy and procedure.
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- 7.03 Any request that is submitted that does **not** include the required information will be considered incomplete but will be submitted to City Council for their consideration.
- 7.04 Once approved, all payments to the organization(s) must follow the guidelines identified under Policy No. 5 – Payment of Grants to External Agencies Policy and Procedure.
- 7.05 City Council reserves the right to re-consider any funding approvals at any time.
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