



Rural Municipality of Woodlands

Policy-011 – Late Submission of Grant Applications Resolution #2017/106

Purpose

The purpose of this policy shall be to establish a process for consideration of late applications to the RM of Woodlands community grant program.

Background

A deadline of January 15th shall be listed on each grant application, and indicated on the release notice and subsequent reminders. Release notices shall be distributed in October of each year in the form of a letter and hard copy of the Operations & Annual Support Grant Application, and will be mailed directly to the organization. Following that, a minimum of two reminders will be sent by email prior to the January 15th deadline. All applications will be available on the RM website and in hard copy at the office.

Policy

1. In 2017, the Rural Municipality of Woodlands will penalize any applications received between January 15th and February 15th at a rate of 10% of their total *approved* grant amount. Applications received after February 15th may not receive a grant in that fiscal year, but may be considered in the 2018 budget.
2. In 2018 the Rural Municipality of Woodlands will penalize any applications received between January 15th and February 15th at a rate of 20% of their total *approved* grant amount. Applications received after February 15th may not receive a grant in that fiscal year, but may be considered in the 2019 budget.
3. In 2019 and onward, applications received after the January 15th deadline will not be considered.
4. It will be the RM's responsibility to notify applicants of their approval status by letter no later than May 31st of each year

Effective Date

This policy becomes effective upon adoption by resolution of council.

Policy Num: POL-011	Release Date: Feb. 28/17	Revision Letter:
Department: Administration	Revision Date:	Page 1 of 1