



# POLICY MANUAL


**Subject:** Grants Policy  
**Number:** OVCA- 999  
**Status:** Active  
**Enacted Date:** 2022-01-17  
**Last Revised:**

Page 1 of 4

**Approved by:** Board of Directors

**Signature:** John Tobias (Chair)

Date	Description
2022-01-17	Initial Policy

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## PREAMBLE

The OVCA (Ottawa Valley Curling Association) is committed to the development of curling through programs dedicated to supporting curlers and to the betterment of member curling clubs within the Ottawa Valley Area.

## DEFINITIONS


The following terms have these meanings in this Policy:

- “Board”: The OVCA Board of Directors, as defined in Consolidated By-Law 11.
- “Director”: The OVCA director designated as the owner/administrator of this policy as outlined in Section 5
- “Fiscal Year”: The financial calendar year as defined in Consolidated By-Law 11
- “Grant”: A program established by the OVCA for the disbursement of monies to its members for a specific and defined purpose. Grant monies are not a loan, and are not subject to repayment to the OVCA, unless otherwise stipulated in the Grant Guidelines
- “Guidelines”: A set of directives attached to each grant program that govern the application for, and conditions of payment of a particular grant.
- “Member”: A member in good standing of the OVCA, as defined in Consolidated By-Law 11

Unless the context otherwise requires, a reference to one gender shall include reference to other genders

## PURPOSE

1. To help the OVCA achieve Goal number 2 in its “Mission and Goals” statement by providing grants to its member clubs and curlers
2. To provide guidance to the Board in how grant programs are created, administered, and retired.

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## POLICY

### 1. Establishment of a Grant

- a. A proposal establishing a grant may be submitted to the OVCA at any time by a director or a member.
- b. The Board shall consider such proposal at any regular meeting of the Board or, if required, call a special meeting to consider the proposal.
- c. Proposals should indicate how the grant is in furtherance of the Mission and Goals of the OVCA and should include a proposed budget and a set of guidelines as to how the grant is to be distributed.
- d. Grant proposals approved by the Board shall be brought to the members for approval at the next regular AGM and shall take effect once approved by the members at said AGM.

### 2. Grant Administration

- a. The Director shall ensure that the members are aware of grants available to them on a yearly basis through the means of communication made available to them by the OVCA.
  - i. The Director shall also make known to the members the guidelines for the administration of grant programs
- b. The Director shall review the suite of available grants and recommend to the Board their continuance or retirement, and the rationale for such recommendation for the establishment of the annual budget.
- c. The Director shall review the guidelines for the administration of each grant that has been recommended for continuation and recommend changes, if any, to the Board for the establishment of the annual budget.
- d. Notwithstanding subsections b) and c), any member of the Board shall have the authority to recommend changes to any grant or guideline at any time.

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- e. The suite of grants and their guidelines shall be submitted for approval to the Members at the regular AGM for that fiscal year.

### **3. Grant Retirement**

- a. If a grant is to be retired as outlined in section 2(b), its pending retirement shall be communicated to the members prior to the AGM for that year.
- b. Retirement of a grant shall be put to the members at the next regular AGM.
- c. Should the members reject the retirement of a grant at the AGM, the guidelines shall automatically renew for that year as well. It will also be assumed that the members approve amendment of the budget to include necessary funding for the grant in question without further amendment by the Board.

### **4. Supremacy of the By-Laws and Exceptional Circumstances**

- a. Should any clause or section of this policy conflict with the By-Laws of the OVCA, the By-Laws shall be considered the ruling document.
- b. No provision of this policy shall remove or render unenforceable any power or responsibility assigned to the Board as outlined in the By-Laws of the OVCA.
- c. In the event of exceptional or unforeseen circumstances, the Board shall have full authority to act in the best interests of the OVCA as outlined in the By-Laws, even if such actions conflict with the provisions of this policy.

### **5. Responsibility for the Policy**

- a. The Directory responsible for this policy shall be the Director of Development or their designate(s)
- b. Should the position of Director of Development become vacant, the Board shall designate a director to be responsible for administration of this policy until such time as a new Director of Development is elected or appointed.