



POLICY AD-038

Specialized Transportation Grants

Policy Number: AD-038	Date Approved: September 8, 2009
Title of Policy: Specialized Transportation Grants	Council Res. Number: 311-09
Prepared By: Legislative and Administrative Services	Effective Date: September 8, 2009
References: N/A	Previous Revision Date: October 9, 2001

PURPOSE

This policy is to establish objectives and a process for the receipt of specialized transportation grant applications and subsequent distribution of funds annually.

POLICY

Parkland County supports assisting non-profit associations, societies or groups who help maintain a more independent lifestyle for senior citizens and disabled persons, by providing operating and capital grants for specialized transportation services.

SCOPE

This policy applies to associations, societies or groups that are duly registered with the Province of Alberta as non-profit organizations, and provide specialized transportation services to Parkland County seniors and disabled persons.

MANAGEMENT RESPONSIBILITIES

The Manager of Legislative and Administrative Services is responsible for coordinating this annual grant application process.

STANDARDS

1. Applicants must be duly registered with the Province of Alberta as non-profit organizations.
2. All grant applications must be of benefit, in whole or in part, to County residents who are seniors or disabled.
3. Grant applications must clearly state the name, address, contact person and phone number for the non-profit group/organization, its purpose and goals, and the reason for their request. All applications must provide an overview of the number of people the organization serves (particularly seniors and disabled who reside in Parkland County), and a financial statement and/or budget that indicates revenues and expenditures.
4. Grant applications must be submitted to the Manager of Legislative & Administrative Services by June 30, annually.
5. Applications received after June 30 will be retained for consideration in the following year.
6. The Manager of Legislative and Administrative Services shall review all applications and submit a list of all eligible applications and recommended grant allocations to Council for approval.
7. Proof of purchase and/or work (to the satisfaction of administration) must be provided prior to any funds being distributed where capital items are involved.