



**Canadian Association of Municipal Administrators  
Professional Development Grants Program Policy  
2009-2010**

**1. APPLICATION**

This policy governs the professional development grants program of the Canadian Association of Municipal Administrators.

**2. AUTHORITY**

Approved by the Board of Directors at their meeting on March 5<sup>th</sup>, 2009 for the 2009-2010 fiscal year.

**3. BASIC POLICY**

Five (5) professional development grants valued at \$2,000 each will be awarded to CAMA Member Municipalities who qualify and are selected by the CAMA National Board, for a total of \$10,000 per fiscal year.

All grant applications under the *CAMA Professional Development Grants Program* shall be assessed using the evaluation criteria contained in *Schedule A*. All applications shall normally be submitted on the form provided by CAMA.

Consideration will only be given to events that are offered to all of the municipalities in the region. Preference will be given to municipalities who demonstrate that the event addresses an identified professional development need in that region. Applications should also demonstrate that qualified individuals will deliver the event (e.g., seminar or workshop) and such events are well organized and publicized and will be an efficient use of resources.

**The deadline for grant applications is August 14, 2009 for events proposed for the period October 1, 2009 to March 31, 2010. It is noted that the CAMA Board will make a final decision at its September 2009 Board meeting and successful recipients will be notified shortly thereafter.** Late applications will only be reviewed if not enough qualified applications are received by the deadline period.

#### 4. PROGRAM INTENT

CAMA is likely to receive more grant requests than it can fund. The aim of the *CAMA Professional Development Grants Program* is to share available resources throughout the country. Grants are intended to provide modest levels of support and assistance to CAMA member municipalities. The program tries to balance current needs of the profession, innovative initiatives and a rotation of new applicants.

#### 5. GRANTS REVIEW PROCESS

- 5.1 Application forms are received by the CAMA National Office, date-stamped and acknowledgement sent to applicant. Additional information is requested if the application is incomplete.
- 5.2 Applications are evaluated by a committee of the CAMA Board using the program criteria (score and comments).
- 5.3 The committee develops a preliminary list of recommended grants based on each application's score, relative merit of applications and the budget.
- 5.4 The committee submits the preliminary list of recommended grants and supporting information to the CAMA Board for review and a final decision. The committee's primary task is to make sure the process is fair and the awards recommended are within budget.
- 5.5 The Board of Directors must approve the awards before cheques are issued to successful applicants. Letters are sent to grant recipients, noting program reporting requirements and any restrictions. Letters are also sent to unsuccessful applicants. **There is no appeal process.** The list of awards is public information and is published on the CAMA website.

#### 6. GENERAL CONDITIONS

- Applications received after the **application deadlines** are considered "late". Late applications are reviewed only after the regular review, and if there is funding remaining in the annual allotment. CAMA will likely receive more applications than it can fund, so it is important for applications to be on time and contain the correct information.
- An applicant must be a CAMA Member Municipality, although participation at the professional development events may be open to both CAMA members and non-members. Part of the review process includes confirmation by national office staff.
- Only **one application** per municipality can be submitted in each funding year.
- Grants are not awarded for any part of salary/wages of staff positions.
- Grants may be awarded with certain terms and conditions. The letter of award will state if any particular restrictions apply to the grant.
- A cheque will be issued for 50% of funding at the time of the award, and a cheque for the remainder will be issued on receipt of a short report following

the event. The follow-up report should include an overview of the event, number of people attending including the municipalities represented, a copy of promotional material used, along with a financial report. All reports should be filed with the CAMA National Office by March 31, 2010.

- In rare circumstances, an applicant’s eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.
- Each application determined to be ineligible for funding will be documented for the information of the CAMA Board. The applicant will be notified, in writing, if the application is not eligible.
- The Canadian Association of Municipal Administrators (CAMA) are to be included as a full partner in the event.
- **All Decisions of the CAMA Board of Directors are final.**

### Schedule A

<b>Evaluation Criteria – Grant Applications</b>	<b>Score</b>
<b>1. <u>Program/Service Obligation</u></b> <b>Core</b> – event CAMA <u>would</u> not otherwise provide, but essential <b>Important</b> – event CAMA <u>might</u> provide through other avenues <b>Discretionary</b> – event CAMA does not normally consider <b>No Mandate</b> – not enabled by policy, should not do	<b>H 3</b> <b>M 2</b> <b>L 1</b> <b>N 0</b>
<b>2. <u>CAMA Mission</u></b> <b>Vital</b> – fundamental to CAMA’s mission or strategic goals <b>Notable</b> – solid fit within CAMA’s strategic goals <b>Non-Critical</b> – only some relevance to mission, not strategic	<b>H 3</b> <b>M 2</b> <b>L 1</b>
<b>3. <u>Professional Development Content(Appropriate to Region)</u></b> <b>Timely and Innovative</b> <b>Solid Core Topic</b> <b>Relevant, But Widely Used</b>	<b>H 3</b> <b>M 2</b> <b>L 1</b>
<b>4. <u>Alternate Providers</u></b> <b>Limited</b> – no other potential providers <b>Some</b> – some potential alternate providers <b>Many</b> – many potential or existing alternate providers	<b>H 3</b> <b>M 2</b> <b>L 1</b>
<b>5. <u>Financial Need</u></b> <b>High</b> – budget demonstrates significant need <b>Low</b> – budget demonstrates limited need	<b>H 1</b> <b>L 0</b>