



CSWU Soccer Club – Policy Manual

## **POLICY - GRANT-WRITING POLICY**

Effective Date: 2019 Revision

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### Context

Government and foundation grants are increasingly becoming recognized as an important source of revenue and core vehicle for achieving corporate and community goals. In this context, it is critical that the Calgary South West United Soccer Club have appropriate grant-based fundraising policies to:

- create legacy assets for grant procurement and implementation
- ensure grant funds are ethically sought
- ensure grant objectives are honestly fulfilled.

### Goal

To ensure that practices associated with grant writing and grant implementation are ethical, transparent, and consistent with the policies of the Calgary South West United Soccer Club.

### Policy Principles

Employees, volunteers, and third party consultants/solicitors who solicit or receive funds on behalf of the Calgary South West United Soccer Club shall:

- act with fairness, integrity, and in accordance with all applicable laws and policies of the club
- adhere to the provisions of applicable professional codes of ethics, standards of practice
- disclose immediately to the Calgary South West United Soccer Club any actual or apparent conflict of interest or loyalty
- not accept donations/grants for purposes that are inconsistent with the Club's objectives or

### mission

### Applying for Grant Funding

Applications shall adhere to club grant writing and application procedures and guidelines. The club shall only apply for grant-based funding for projects that are approved by the Board of Directors.

#### Compensation for grant writing

Staff whose job description includes grant writing as a responsibility may be eligible for recognition, but not additional compensation, for their role in composing and applying for grant funding.

Staff whose job description does not include grant writing as a responsibility, may be eligible for compensation and/or recognition of their role in grant writing, provided that the compensation is awarded fairly, transparently, consistently and not based on a percentage of the grant award.

External expertise (consultants) may be required from time to time to advise and assist the Club in a range of activities associated with grant-writing.

Staff and consultants may be paid either hourly or on a project-basis whichever is agreeable by both the Consultant and the Club.

Staff and consultants shall neither offer nor accept payments or special considerations for the purpose of influencing the selection of products or services (eg. grant funding agencies) and must declare conflicts of interests as they arise.

The Calgary South West United Soccer Club shall not directly or indirectly pay finder's fees, commissions or compensation based on the percentage or size of the grant for grant writing services. Nor shall the club agree to contracts for grant writing that are only payable and dependent on the outcome of the grant application. Grant funds shall not be used as compensation for grant writing services either retrospectively or prospectively.

#### Implementation and fulfillment of Grants funded projects

Once an awarded grant is accepted by the club, the club will in good faith endeavour to completely fulfill the objectives and outcomes of the grant, in accordance to all club by-laws and policies, and in accordance to granting agencies policies and guidelines.

Existing staff may be contracted, and/or new staff may be hired to fulfill grant objectives provided that the hiring and compensation is awarded fairly and transparently in accordance to club human resources policies and granting agency policies.

## Financial

Grant funded monies shall be accounted separately in the club's ledgers. Grant funds shall be used solely to fulfill grant project objectives and outcomes in good faith.

Grant funded monies may be used to offset club expenses if those expenses are required for fulfillment of grant objectives.

## Procedures and Guidelines

1. The club may develop an annual grant-acquisition plan that provides a strategic approach to grant- funding as a means to fund program development, infrastructure initiatives and/or build capacity to better serve our community. The plan includes:

- a. Identification of grant prospects
- b. Description of grant including terms, conditions and deadlines
- c. Analysis of opportunity and value proposition for Club including link to strategic plan, goal, implications for Club resources, impact on service, and sustainability
- d. Resources required, budget implications and method of acquisition and implementation (eg., staff, consultant)

2. The types of corporate and community goals commonly achieved by grant funds typically includes:

- \* Infrastructure to better serve our community o Building club capacity and/or expertise to better serve our members
- \* Developing new programs to better serve the community

Grants are usually awarded for work that an organization would not normally be able to accomplish, and that has a great impact on the granting agency's target community/population. It is important to note that grant funds are usually obtained for development or increase in capacity (not operations). Grant funded projects should be carefully defined to include a strategy for sustainability (i.e. new programs

developed through grants become financially sustainable). Sustainability can be achieved through member fee growth to critical mass, or by other means of financial sustainability (e.g. development of regular fundraisers, obtaining long- term sponsorships – all should be included in grant application as appropriate) if needed to continue operating the new asset/program indefinitely.

3. All requests to pursue a grant opportunities must be submitted to, and reviewed by, and approved by the board of directors.

4. The board shall receive regular updates on the status of active grant applications and quarterly reports on the implementation status of awarded grants. All funder-required reports (interim and final) will be forwarded to the Board prior to submission.