



**OTTAWA  
COMMUNITY  
FOUNDATION**

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# OCF POLICY

## Delegated Authority for Granting

**EFFECTIVE DATE:** April 24, 2018  
**ORIGINAL EFFECTIVE DATE:** April 24, 2018  
**LAST REVIEWED:** October 1, 2019  
**SUBJECT TO REVIEW:** October, 2022



## Preamble

This policy covers the delegation of the Board's authority in relation to approving grants and disbursing funds.

All grants disbursed by the OCF are presented for approval to the Board of Directors as part of the Consent Agenda at Board meetings through the year.

## Statement

As with all OCF granting, grants made according to the processes and criteria outlined in this policy must adhere to the policy on *Use of Different Fund Types for Grantmaking*, and to any other relevant OCF policies.

## Donor Advised Granting

The Board of Directors delegates authority to disburse funds for grants based on advice from donors as per the process outlined in the *Banking Resolution Policy*.


## Community Grants Program

The Board of Directors delegates authority to the OCF Grants Committee to decide whether applications made to the Community Grants Program should be funded. Assuming success in matching approved grants to available funds, disbursement of funds is made according to the process outlined in the *Banking Resolution Policy*.

## Other OCF-Directed Granting (beyond the CGP)

Taking account of the commitment to ensure adequate future funding for the *Community Grants Program* as outlined in that policy, the Board delegates authority to the CEO to approve grants in relation to the following:

- emergency grant applications
- the OCF's annual/occasional major grant event
- collaborative grantmaking initiatives
- high leverage opportunities in relation to strategic priorities, and other high impact initiatives with timing or other constraints that preclude application to the Community Grants Program
- grants to support partners engaged with OCF's own charitable activities.
- Field of Interest funds whose purposes are very narrowly defined, so often cannot be matched to grant applications received and recommended via the Community Grants Program.



Before approving a grant via this delegated authority, the CEO will consult with the OCF's Vice President, with the Director of Grants and Community Knowledge, and with other staff as relevant. Assuming success in matching approved grants to available funds, disbursement of funds is made according to the process outlined in the *Banking Resolution Policy*.

The CEO will brief the Grants Committee on his/her recent and anticipated uses of delegated authority at the beginning of each Community Grant Program review cycle.

The CEO will provide a report at each Board meeting on his/her uses of delegated authority since the previous Board meeting; and an annual summary of uses of delegated authority over the previous calendar year at the first Board meeting of each year.