

ACCEPTANCE OF CONDITIONAL GRANTS AND RESEARCH/DEVELOPMENT CONTRACTS

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Introduction

Alberta Assessment Consortium provides service to the education community by

- advocating for sound classroom assessment practices by engaging in collaborative endeavors with AAC member jurisdictions and education partners;
- contributing to the building of assessment literacy in Alberta through action research and inquiry initiatives;
- developing a broad range of classroom assessment materials, directly aligned to Alberta curriculum, that address both formative and summative processes; and
- enhancing teacher/leader assessment capacity by providing opportunities for quality professional learning.

Conditional grants and research/development contracts provide funding to assist AAC in meeting its vision, mission and mandate in service of its members.

Purpose

This policy seeks to identify the parameters under which conditional grants and/or research/development contracts may be applied for and accepted.

Policy

While conditional grants and research/development contracts are a source of funding to AAC, it is essential to ensure that the work of the grant/contract is in keeping with the vision, mission and mandate of AAC and is adequately resourced so as to not put a strain on the financial and/or human resources of the organization.

Grants/Contracts Consistent with the Vision, Mission and Mandate of AAC

- The Executive Director may apply for conditional grants and/or research/development contracts that fall within the vision, mission and mandate of AAC.
- The Executive Director will
 - keep the Board of Directors apprised of potential grant/contract opportunities;
 - bring grant/contract proposals to the Board of Directors as items for information; and
 - provide updates on the status of proposals in progress.
- The Executive Director may accept a grant/contract without a formal motion as long as the grant/contract has been discussed with the Board of Directors as described above. Notwithstanding, a motion must be made if the grant provider requires such a motion.

Grants/Contracts that Potentially Fall outside the Vision, Mission and Mandate of AAC

- Conditional grants and/or research/development contracts that fall outside of the vision, mission and mandate of AAC or that may be seen as controversial must be brought to the Board of Directors for approval prior to submitting a grant/contract application.
- If a subsequent proposal is accepted by the funding organization, the Board of Directors must review the final grant/contract deliverables and give final approval before the grant/contract can be accepted.

Where Alberta Education requires that a Steering Committee be convened as part of the grant deliverables, a member of the Grants and Research Subcommittee of the AAC Board of Directors will be appointed by motion of the Board to serve as a member of the Steering Committee. A Terms of Reference that is reflective of the specific context of each AAC grant/research project will be developed by the Executive Director to guide the work of the Steering Committee.

Steering Committees serve in an advisory capacity to the AAC Board of Directors. The Board of Directors has a responsibility to carefully consider the advice of the various partners and funders who comprise the membership of the Steering Committee.

Procedures

- Grant proposals brought to the Board of Directors as items for information must include the following information:
 - clear links to AAC vision, mission and mandate;
 - projected budget;
 - an explanation of how the end product will benefit AAC; and
 - risk analysis.
- Occasionally, opportunities emerge to apply for grants/contract where there is no opportunity to discuss the grant/contract application at a regularly scheduled meeting of the Board of Directors. In this case, the Executive Director will inform the Board of Directors of the opportunity through email or other means, providing the same information that would have been provided at a regular Board Meeting had the opportunity been available to do so.

Responsibilities

It shall be the responsibility of the Board of Directors to

- review a list of all proposed grant submissions periodically;
- make a decision with respect to the acceptance of grants where the grant provider requires it;
- make a decision with respect to grant submissions that fall outside of the mandate of AAC; and
- disclose any perceived or actual conflict of interest that would potentially render themselves ineligible to serve on a grant/research subcommittee and/or Steering Committee

It shall be the responsibility of the Executive Director to ensure that

- the scope of the grant/contract is clearly delineated and that the budget is an accurate reflection of the human resources and financial expenditures required to complete the deliverables;
- accurate financial records are kept in regard to income and expenditures related to the grant/contract;
- reporting and other requirements specified in the grant/contract are met;

- grant/contract deliverables are completed to a performance standard consistent with the professional reputation of AAC;
- status reports are provided at each regular meeting of the Board of Directors; and
- that the procedures specified in this policy are implemented appropriately.

Related Documents

- *Policy FN-1: AAC Financial Reporting and Monitoring*
- *Policy BD-3: AAC Board of Directors' Subcommittees*
- *Current AAC Annual Work Plan*
- *AAC Bylaws (current)*

Authorization

Signature of Vice-Chairperson

Bryan Szumlas _____
Name of Vice-Chairperson

June 6, 2014 _____
Date