

# Budget Revision and Emergency Grant Application Procedure

## Purpose

This defines “substantial budget revisions” and “emergency grant applications” and explains the Policy Council approval process.

## Substantial Budget Revisions

1. Substantial revisions may be brought at any time as needed for the Policy Council to consider.
2. Spending variances are defined as increases or decreases in the actual cost of a previously approved budget item. A new expenditure is a new cost (personnel, goods or services) not previously included in a budget.
3. For the purposes of defining a substantial spending variance or substantial new expenditure, the figure of \$50,000 will be used. Any amounts less than this that are in keeping with performance standards and policies may be made without specific Policy Council approval.

## Emergency Grant Applications

1. Emergency grant applications are defined as grant opportunities, usually with imminent deadlines, which do not allow for the normal procedure for Policy Council approval.
2. In the event that the Grantee Director wishes to make such a grant application, he shall notify the Policy Council Chairperson, who will call a meeting of the Policy Council Executive Board to approve the grant application.

## Policy Council Approval

In the event that the Policy Council Executive Board has approved either a substantial budget revision or a grant application, the full Policy Council will consider the matter at its next meeting. If the Policy Council does not approve the budget revision and/or the grant application, the Policy Council and Administrative Team will work together to craft an agreeable alternative.