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| <br><b>M O N C T O N</b> | <b>POLICY</b>                               |  | <b>Owner Department:</b><br>City Manager |
|   | <b>Funding Application Policy</b>           |  |  |
| <b>Effective Date:</b><br>April 6, 2021   | <b>Last Reviewed Date:</b><br>April 6, 2021 | <b>City Council Approval Dates:</b><br>April 6, 2021 |  |
| <b>Approving Authority:</b><br>Moncton City Council   | <b>Replaces No.:</b> N/A                    |  |  |
| <b>1. Purpose Statement</b>   |   |  |  |

For Moncton City Council to delegate signing authority of funding applications on behalf of the City to the City Manager, or his or her designates.

## 2. Application

This Policy applies to all applications for funding submitted on behalf of the City.

## 3. Definitions

For the purposes of this Policy:

**“City”** means the City of Moncton, or any agencies, boards, commissions or committees whose members are all appointed by Moncton City Council.

**“Funding Application”** means an application submitted on behalf of the City to another organization or government entity for a monetary grant related to items or projects included in the City of Moncton Strategic Plan or that have already received budgetary approval from Moncton City Council

## 4. Policy

1. All funding applications shall be signed on behalf of the City by the City Manager.
2. The City Manager may delegate his or her signing authority under this Policy, in his or her sole discretion, to any of his or her direct administrative reports.
3. Any funding applications which relate to projects which require significant administrative resources to carry out must be reviewed and approved by the Leadership Team prior to being signed, and may also be brought to Moncton City Council for review and approval in the sole discretion of the City Manager.
4. Where a funding application has been approved and there is a requirement to enter into a legal agreement (e.g. a contribution agreement) in order to receive the funding, such agreement may only be executed on behalf of the City in accordance with the Contract Execution Policy.

## 5. Administration and Contact

### City Clerk's Office

655 Main St., Moncton, NB E1C 1E8

Telephone: 506.853.3550

Email: [info.clerk@moncton.ca](mailto:info.clerk@moncton.ca)