

POLICY TITLE

GRANTS TO NOT-FOR-PROFIT ORGANIZATIONS

AUTHORIZATION

Chief Financial Officer

DATE APPROVED

May 2005

DATE REVISED

January 2013

1. Purpose/Statement

Fraser Health contracts with many not-for-profit organizations for the delivery of health care services. In certain instances, a request is made to procure a service by awarding a grant to an organization rather than contracting for the service. This policy provides the direction regarding when it is appropriate to award a grant for procuring services in situations where a contract is not a viable option.

2. Scope

This policy applies to all of Fraser Health.

3. Application

Grants can only be awarded when using a contract is not a viable alternative. A grant may only be authorized by Fraser Health's President and Chief Executive Officer or by Fraser Health's Chief Financial Officer plus one other Fraser Health Vice President. Grants may only be awarded to not-for-profit organizations. Individuals and for profit business enterprises are not eligible to receive Fraser Health grants.

4. Principles

As a good business practice, Fraser Health procures services through use of contracts that outline the level and quality of service to be rendered along with remedies when the agreed upon work has not be completed in an appropriate or timely manner. Grants do not offer that level of precision or remedy when the intended obligations are not fulfilled by the grantee.

Grants are fully expensed to the contracting/granting department as soon as they are awarded.

5. Responsibilities

It is the responsibility of the Fraser Health Executive Director of the functional area involved to document the need for a grant and to obtain the required authorization to proceed. Once authorization has been obtained the grant is processed through Finance via the Contract Payment and Analysis Office within the Business and Client Services Department.

Terms of the grant must be clearly established in the agreement. If a grantee fails to meet the terms of the agreement the grant will be recovered by Fraser Health.

6. Reference(s)

Fraser Health – Signing Authority Policy