



REPORT

To: Electoral Area Directors Committee

Report Number: ADM-EADC-008

From: Crystal Brown, Electoral Area Manager

Date: June 8, 2020

Subject: PRRD Grant Writer Services

RECOMMENDATION:

That the Electoral Area Directors Committee be provided with a report on options for the PRRD Grant Writer Services to be brought in house, further, that the report identify potential work plan and budget implications.

BACKGROUND/RATIONALE:

Grant writer services are being provided by Adlard Environmental through the PRRD Grant Writer Services Contract, No.26-2018/2020. The position is currently funded through Economic Development. Funding partners include Electoral Area B, C, D, E and Hudson's Hope.

The contract's completion date is December 31, 2020 with no option to renew. From April 1, 2018 to May 1, 2020, the Grant Writers have worked on the following:

Year	Community Groups	Number of Applications Submitted	Total Value of Funds Requested	Dollar Value of Successful Grants
2018	47	30	\$708,312	\$501,051
2019	29	50	\$8,009,974	\$281,697
2020	24	13	\$ 1,174,468	\$50,985

By moving the position in house, the PRRD Grant Writer will be able to complement the existing Grants Coordinator position, and staff will have more control over how grant writing services are being conducted, which community groups the grant writer meets with, advertising and promotion, and will be able to assign other work as deemed appropriate that may be otherwise outside the scope of the existing contract.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee issue a request for proposal for a PRRD Grant Writer.
2. That the Electoral Area Directors discontinue the PRRD Grant Writer Service.

3. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The annual value of the Grant Writer Services Contract No.26-2017/2020 is \$79,280 excluding taxes, and is funded through Economic Development.

COMMUNICATIONS CONSIDERATION(S):

If approved, the PRRD will initiate a communication strategy to re-promote the Grant Writer service, targeting community groups that have not used the service to date.

OTHER CONSIDERATION(S):

The Electoral Area Directors will need to decide if the grant writer will work solely for the Electoral Area Directors, or if other municipalities will be invited to participate in the service, and share in the cost of the position or contract.