



REPORT

To: Rural Budgets Administration Committee

Report Number: ADM-RBAC-050

From: Corporate Administration

Date: July 24, 2025

Subject: **2025 Clear Course Grant Writing Contract Reporting Requirements**

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled “2025 Clear Course Grant Writing Contract Reporting Requirements, ADM-RBAC-050” which reports on the requirements for presentations and written reports from Clear Course Consulting Ltd. regarding their grant writing efforts, for information.

BACKGROUND/RATIONALE:

On June 26, 2025, the Rural Budgets Administration Committee passed the following resolution:

MOVED, SECONDED, AND CARRIED

“That staff provide the Rural Budgets Administration Committee with a report regarding the reporting requirements included in the grant writer contract with Clear Course Ltd.”

The current contract with Clear Course Consulting Ltd. stipulates that quarterly presentations will be made to the Board. The contract also requires that the Peace River Regional District (PRRD) will be provided a written monthly report on the 10th day of each month to include, at minimum, information on the grants applied for, on behalf of whom, the grant amount sought, the total value of the proposed project, the status of the applications, and documenting time spent by the contractor travelling, researching and writing grants and liaising with community groups. In addition, a comprehensive annual report compiling the entire year’s work is due no later than February 1st of each year starting in 2022.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee recommend that the Regional Board amend the reporting and presentation frequency in the contract with Clear Course Consulting Ltd.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Excerpt of Grant Writer Services Contract with Clear Course Consulting