

## TERMS OF REFERENCE FOR THE COUNCIL INNOVATION FUND

### Purpose of the Fund

The Council Innovation Fund (CIF) provides non-repayable financial support for **innovation** projects that aim to improve quality of life in Calgary.

### Innovation Definition

For the purposes of the CIF, **innovation** is defined as:

*The translation of ideas into new or improved services, products, processes, or social interaction, that create value for the community.*

### Guidelines

#### 1. Types of Funding Applications

Applications may be submitted for:

- a) Startup project grant (up to \$500,000)
- b) Pilot project grant (up to \$500,000)

#### 2. Criteria for Successful Funding Applications

Funding applications should demonstrate that the proposal:

- a) meets the **innovation** definition as set out in these Terms of Reference,
- b) supports Council's priorities,
- c) has the potential to change city-wide policies and procedures, if successful upon implementation,
- d) is viable and sustainable in the long term,
- e) is fiscally sound,
- f) will be managed well, and
- g) has not previously received a CIF grant.

#### 3. Process for Funding Applications

This process will be followed for all applications.

- a) ~~Applications for CIF grant may be prepared by a variety of organizations and must be sponsored by a member of Council or prepared and~~ Registered charities or non-profit organizations in good standing may work with relevant City business units to prepare applications for the CIF grant, which must be sponsored by a member of Council prior to submission to the Chief Financial Office.
  - Alternatively, a member of Council may work with the relevant City business unit directly to prepare and sponsor an application, prior to submission to the Chief Financial Office.
- b) ~~The Chief Financial Office will be the point of contact for all applications.~~
- c) ~~The applicant must complete and submit a CIF application form to the Chief Financial Office. It is the applicant's responsibility to use the prescribed application form, describe the project in the~~

context of these guidelines, and include detailed documentation.

- ~~d) Applications should be submitted to the Chief Financial Office no later than six weeks in advance of the targeted Priorities and Finance Committee (PFC) meeting date.~~
- ~~e) The Chief Financial Office shall forward all applications to Council for review and approval, through a report to PFC. PFC will recommend approval or refusal to Council based on the criteria as set out in these Terms of Reference.~~
- ~~f) Applicants will be informed of the status of their application once Council has decided to approve or refuse the application.~~
- ~~g) Following application approval, a Contribution or Funding Agreement will be prepared for signing by the applicant and The City of Calgary, laying out the legally binding responsibilities and obligations of both parties. The Agreement will specify that the applicant must return any unused portion of a CIF grant to The City of Calgary.~~

- b) The City business unit must ensure the application is aligned with the Terms of Reference and use of funds.
- c) The City business unit must obtain written Councillor support for the project.
- d) The City business unit will advise the Sr. Executive Advisor to the CFO of their intent to write a report and enquire about available funding. Should requests exceed available funding it would be Council who determines how much a project is funded and or if a project is funded.
- e) The City business unit will write a cover report detailing the project and request for funds.
  - Reports are sent to the CFO (through the Sr. Executive Advisor) for review and approval at least 6 weeks in advance of the preferred Executive Committee meeting.
  - The attachments to the cover report must include the completed application form and a detailed project budget outline and any other relevant or associated documents.
- f) The City business unit will be responsible for requesting that the item be added to the Executive Committee agenda, obtaining all business unit and General Manager sign offs for the report, and notifying the Sr. Executive Advisor to the CFO of the Committee date.

#### 4. Application Outcome

If Approved:

- If the application is approved by Council, The City business unit will develop a funding agreement with the applicant, outlining expectations and reporting requirements, and directing that any unused monies are returned back to the fund.
- Once the agreement is executed, a copy is provided to the Chief Financial Officer's area (Sr. Executive Advisor) and the Finance team supporting the Community Services department.

If Not Approved:

If the application is not approved by Council, The City business unit will notify the applicant accordingly.

#### 5. Reporting Back to Council on Use of Funds

- a. Within 12 months of project completion, or as otherwise directed by Council, the supporting City business unit must report back to Executive Committee on how the funds were used and highlight

the various aspects of the project (e.g., outcomes, success, challenges).

- Unless otherwise directed by Council, the report back will be through a Briefing Report.
- b. The City business unit will be responsible for adding the report to the agenda for Executive Committee and then will advise the Sr. Executive Advisor to the CFO of this date.
- c. Once the report is finalized The City business unit obtains appropriate business unit and Department approvals. The report then proceeds through Executive Committee.

#### 4. **Annual Reporting and Fund Replenishment**

- ~~a) Successful applicants must submit an update report to the Chief Financial Office indicating how the CIF grant was spent and the outcomes of the project, within 12 months of the project end-date.~~
- ~~b) The Chief Financial Office shall submit a summary report to Council through PFC annually, on CIF grants and the overall status of the CIF.~~
- ~~c) A CIF summary report identifying all projects, project approval dates, project budgets and total fund expenses, shall be included in the four-year service planning and budget process.~~
- ~~d) Council may review the financial status of the CIF as part of The City's four-year service planning and budget discussions and direct that additional funding be allocated to the CIF.~~
- a) The Finance team supporting the Community Services Department will annually prepare a Briefing Report that provides the financial update of the Council Innovation Fund and Council Community Fund as of year-end and provides an overview of the Council approved projects.
- b) The report is approved by Finance and the Chief Financial Officer.
- c) Council may review the financial status of the CCF and direct that additional funding be allocated during The City's four-year service plans and budget or adjustments processes.