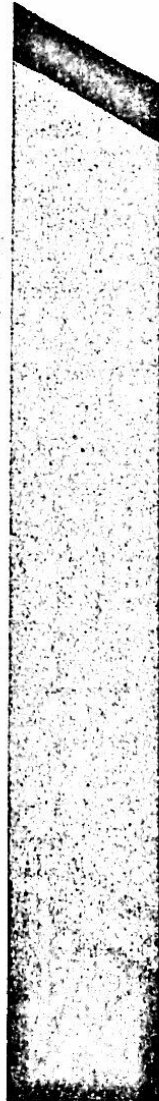




# Discretionary Grants

Process Review

February 24, 2015



  
NOVA SCOTIA

# Background

- 2011 KPMG conducted review of the Discretionary Grants Program for DCS
- 2012 review was completed
- 2014 Management Responses incorporated and accepted all review recommendations
- DG project is part of the DCS Agreement Management Project to support all service provider agreements and grant funding to external organizations.
- The DG program is the first to undergo review and redesign

# The APPROACH

Outline clear areas of Responsibility:

## Department of Community Services

- a. Defining respective roles
- b. Timely decision making and communications
- c. As this is a phased project, not all pieces of the governance framework and processes will be in place from the beginning, therefore, DCS is responsible for ensuring Grant program guiding principles are adhered to as they are defined and initiated.

## Non-Profit Organizations

- a. Responsive to requests for information
- b. Compliant with Department and Program Guidelines and requirements, all Federal and Provincial rules, regulations
- c. Outcomes focused
- d. Sustainable program/service offerings

# The APPROACH

Provide consistent Eligibility Requirement for all DCS Grant recipients:

- Be registered Canadian Charity or with NS Registry of Joint Stocks with current status for at least one year prior to date of application
- Active Board of Directors
- Full-time Executive Director, Program Coordinator or similar position
- Respect the Canadian Charter of Human Rights and promote equal access and opportunity for all persons
- Comply with all municipal, provincial and federal legislation and regulations
- Located and deliver programs/services within Nova Scotia
- Demonstrate active fund-raising efforts
- Have written and approved Financial and Human Resource Policies and Procedures
- Have a written and approved Conflict of Interest Policy
- Have a Treasurer with financial experience
- Have confirmed other funding partners

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# The APPROACH

## A DCS Governance Framework for all grants:

- Mission and Strategy based on priorities of government and the department
- Guiding Principles
  - Communication
  - Accountability
  - Responsibility
  - Independence
  - Transparency
- Governance Structure within the Department
- Business Processes consistent with the Guiding Principles
- Performance and Compliance Reporting

The Governance Framework ensures that processes exist to support Eligibility assessment, Due diligence, Approval, Disbursement and Monitoring.

# The APPROACH

Based on KPMG recommendations and key government commitments:

- 1) Multi-year agreements where appropriate
- 2) Grant recipients able to say who they serve with DCS \$
- 3) Grant recipients able to describe impact of DCS \$
- 4) Grant recipients able to measure impact of DCS \$

ACCOUNTABILITY.....PERFORMANCE MEASUREMENT

# The PROCESS

## Phase 1 - 2014/15

- Creation and documentation of Discretionary Grant Program Governance Framework in 2014/15 for existing grant recipients.
- Creation of Action Plan to implement KPMG recommendations

# Today's Meeting Objectives

- To outline the implementation of **PROCESS** changes to Discretionary Grants Program
- To clarify **APPROACH** DCS will take to deliver these changes
- To review the **TIMELINE** for the ongoing work to completion.



# The PROCESS

## Phase 2 – 2015/16

- Roll-out Guidelines including eligibility and reporting requirements for 2015/16
- Introduce Multi-Year Agreements for selected grant recipients (start with existing Service level agreements)
- Improve alignment of funding with DCS program outcomes
- Define Discretionary Grant program business processes including centralized administration function
- Incorporate Discretionary Grant process into Agreement Management project

# The PROCESS

## Phase 3 – 2016/17

- Launch Multi-Year Agreements with all organizations meeting the requirements
- Overall Project focus: Compliance with new program requirements; Reporting; Evaluation of outcomes; Conversion to electronic tool / portal

# The immediate *TIMELINE*

- Feb 24 Brief Minister
- Feb 27 Letter to Grant recipients – Process Overview and request for required information
- May 31 Information due to DCS
- Feb – May Detailed Process work continues, plus Phoenix review; Agreements Management Phase 1; Identify 2 Grant org's to develop Multi-Year Agreements
- June–Aug Conduct review of info submitted - assess risks & ID where more analysis / support is required

# The immediate *TIMELINE*

- June–Sept 2015 Program divisions develop more refined program outcomes
- Oct 1, 2015 2<sup>nd</sup> payment to recipients based on successful reviews and 15/16 budget approval. If any to be eliminated for 16/17 communicate at this time.
- October 1, 2015 Send out full 16/17 Grants program info
- Nov – March 2016 Finalize full DG program for 16/17 including updated standard templates for Service Level Agreements and Multi-Year Agreements.