

## **Kings CED Agency Assistance Guidelines**

### **1.0 Purpose**

This procedure ensures that there are adequate controls and provisions for assistance through the Agency to support local and regionally based community economic development initiatives.

### **2.0 Scope**

This procedure applies to all Business and Community Group/Organization/Association or Municipal unit. The following assistance is available to all aforementioned groups:

- Assistance with Proposal Writing;
- Assistance with Business Plan Writing;
- Research for Funding Opportunities;
- Facilitation of Strategic Planning; and/or
- Various other Staff assistance.

### **3.0 Responsibility**

It is the responsibility of the Executive Director to ensure these controls are implemented and maintained.

### **4.0 Procedure**

- 4.1** Business and Community Group/Organization/Association or Municipal unit initiates contact with the Agency for assistance. The group will receive a Kings CED Agency assistance package at this initial contact.
- 4.2** The group submits a basic project overview and assistance request to the appropriate Development Officer.
- 4.3** The Development Officer assesses the proposed assistance request and determines a best-fit resources/assistance for the group (including in-kind amount, assistance the Agency can offer, etc.) and submits this to the Executive Director/Board of Directors for approval.

- 4.3.1** Facilitation of Strategic Planning is a core function of the Agency and therefore, would only require approval of the Executive Director.
- 4.3.2** Any project request not included in the current annual Agency's business plan (regardless of in-kind amount or project size) automatically goes to the Board of Directors for approval.
- 4.3.3** Kings CED Agency Staff will not act as spokespeople on behalf of any Business and Community Group/Organization/Association or Municipal unit.
- 4.4** If the level of assistance request is \$1,000 or less the Executive Director assesses and either approves or rejects the assistance request.
- 4.5** If the level of assistance request is over \$1,000 the Executive Director brings the request forth to the Board of Directors at the next regularly scheduled Board meeting for approval or rejection.
- 4.6** Business and Community Group/Organization/Association or Municipal unit will be informed by the appropriate Development Officer of the Executive Director's or the Board of Directors decision in writing (including an advised start-date of assistance).
- 4.7** If assistance request is deemed to be a level of assistance of \$1,000 or less, the process, from initial contact to the start of assistance, should not exceed 30 days
- 4.8** If the assistance request is deemed to be a level of assistance of over \$1,000, the process, from initial contact to the start of assistance, is dependent upon the date of Board approval, which should not exceed 60 days.

**References:**

PS 6.22.1

Kings CED Agency Assistance Package