

API COUNCIL POLICY RESPECTING GRANTS

April 12, 2006

Policy No.: **G-1**

Approved by Council: April 7, 2006

Amended:

1. It is the policy of the Council of the Atlantic Planners Institute that the following grants be established or continued and that all previous policy respecting grants is rescinded:

Grants to Branches of the Institute

Scholarships

Special Grants to:

- API Branches
- Dalhousie University School of Planning
- Canadian Association of Planning Students (CAPS)

2. The Council will be the Grants Committee

3. **BRANCH GRANTS**

- a) Branch Grants will be made annually on application by the Branch on the prescribed form.
- b) Branch Grants will be calculated as \$15 per corporate member and Public Associate non-corporate member listed in the last membership list received in the year preceding the year of the Grant. No Branch Grant will be less than \$750.
- c) The primary intent of the Branch Grants is to support professional programs and activities at the Branch level. The program proposed by a Branch in any year will be subject to approval by the Branch Executive. Not less than 50% of the Grant will be devoted to programs or activities which qualify for Learning Units for Continuous Professional Learning.
- d) Beginning in 2007 Branch Grants applications will require confirmation from the Branch Executive that the activities funded by the previous year's grant have been carried out or, where this is not the case, an explanation of the reasons for not carrying out the activities forecast. Council may reduce the amount of the grant in a given year where the funds were not expended in accordance with the planned activities in a previous year.

4. **SCHOLARSHIPS**

- a) Council will continue to fund scholarships to support worthy Atlantic Canadian students in their planning education efforts.
- b) The Scholarships will be provided through the Dalhousie University Planning School at levels to be established by Council from time to time.

- c) The eligibility criteria for the scholarships are as follows:
 - i) the student will be entering the final year of a program in planning which is recognized by CIP;
 - ii) the student will be a Student Member in good standing of API/CIP;
- d) The selection of the student will be made by the Dalhousie University Planning School.
- e) The awarding of the scholarships will be reported to the membership through the Planners Pen and the API website.

6. SPECIAL GRANTS

- a) Council may provide Special Grants in support of identified programs and projects approved by Council.
- b) Council may establish a category in the annual budget for Special Grants.
- c) The Special Grants awarded in a year will not exceed the amount budgeted for Special Grants in that year..
- d) A Special Grant shall be for a project or program which:
 - i) is to be financed, excepting the amount of the Special Grant, by the applicant for the Special Grant;
 - ii) contains a significant component which is of benefit to the Atlantic Provinces as a whole.
- e) The recipient of a Special Grant shall acknowledge the assistance provided by the Institute in a public fashion or by means acceptable to Council and provide a report to Council describing the disposition of the funds provided.
- f) Special Grants for the Winter Planning Module will be subject to the program having received notification that it qualifies for Continuous Professional Learning Program Learning Units.
- g) Special Grants for the Canadian Association of Planning Students (CAPS) will be exclusively to assist with travel costs.
- h) Special Grants will be reported to the membership through the Planners Pen, the API website in addition to the financial statements.