

GRANT FUNDING POLICY

Approving Authority: Academic Coordinating Committee

Policy Owner: Vice-President, Research

Policy Lead: Research Data & Policy Analyst

Effective Date: 2025/02/04

Revision Date: N/A

POLICY STATEMENT

The Conestoga College Institute of Technology and Advanced Learning (Conestoga) is committed to providing an environment conducive to the pursuit of currency, scholarship, research and creative activity for its faculty, staff and students. This policy outlines the standards applicable to Conestoga employees who wish to apply for non-research grants.

SCOPE

This policy applies to:

- Applications for limited-term grants (academic, entrepreneurship, training).

The policy does not apply to:

- Funding to support research activities, gifts, donations, bursaries, scholarships, and student sponsorship. For guidance on research grants, refer to the Research Policy.
- Primary operating grants intended to support routine and continued operations (e.g., Ministry of Colleges and Universities Basic Operating Grants).

DEFINITIONS

Conestoga Employee: means any employee of Conestoga, whether employed full-time, part-time, or on a contract basis, and includes, but is not limited to, faculty, student researchers when compensated as employees, research staff, support staff and administrators.

Grant: An activity that is sponsored or funded by an external organization, such as a federal, provincial, or private organization or agency, for a specific scope or duration of work or set of specific deliverables.

Grant Applicant: College employee who is responsible for overseeing the submission of a grant application. The applicant may or may not be responsible for implementing,

managing, and reporting on a project funded by the grant (e.g., Project Manager, Project Lead).

Primary Operating Grants: Primary operating grants are funds provided by various government ministries to support the basic operational needs of publicly assisted colleges. These grants include basic operating grants, enrolment-based funding, and special purpose grants for specific programs such as those for Indigenous education and students with disabilities.

Research: An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.

POLICY

All Conestoga employees who intend to apply for external grant funding must seek permission before doing so.

1. All grant-funded activities conducted at Conestoga College must be approved before initiation.
2. All grant-funded activities subject to this policy must follow established College procedures.

The processes for approval to apply for external grant funds are documented in the accompanying Grant Funding Procedure.

RELEVANT LEGISLATION AND RELATED DOCUMENTS

- Grant Funding Procedure
- [Research Policy](#)
- [Research Procedure](#)

REVISION LOG

2025/02/04	Initial release of policy. Academic Coordinating Committee – Approved
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