

A BOARD OF DIRECTORS DISCRETIONARY GRANT FUND

In recognition of the leadership and contributions to the Foundation by its volunteer Board of Directors, a Board of Directors' Discretionary Grant Fund was established by a Board decision, starting January 1, 2019, with the following terms and conditions:

1. during each fiscal year of the Foundation, every Board Member will have a maximum of \$10,000 to grant per year, either to a single recipient or divided up amongst multiple recipients, *with the minimum individual grant being \$2,500,*
2. absolutely all grants must be at arm's length from the Board Member who recommends them, and must present no conflict of interest as defined by the Foundation's conflict of interest guidelines;
3. all grant recipients must be charities in good standing, and must have a current Canada Revenue Agency charitable registration number;
4. *Board Members are expected to support the current focus and priorities of the Foundation with their grant applications;*
5. for each requested grant, a Board Member must submit an application in writing to the Executive Director of the Foundation. Each grant application should be no longer than one page in length, include the full name and contact information for the charity, the project name (if applicable), the charity's Canada Revenue Agency charitable registration number, the purpose and amount of the grant request, a budget breakdown for how the funds will be used, and a confirmation signed by the requesting Board Member that the proposed grantee is at arm's length and presents no conflict of interest;
6. within 30 days of receipt of any grant application, the Executive Director will confirm the application's compliance with the above guidelines, will verify the proposed applicant's charitable registration number, will resolve with the recommending Board Member any issues requiring clarification, and then immediately following this review authorize a cheque to be forwarded to the organization. *If any issues requiring clarification cannot be resolved between the Board Member and the Executive Director, such issue(s) will be sent to the Executive Committee for final resolution;*
7. the Executive Director will indicate in a letter to each grant recipient accompanying the cheque that the support is from the Laidlaw Foundation Board of Directors Discretionary Grant Fund on behalf of Board Member {Name};
8. the Executive Director will report to the Board, by way of a written Memo, such new grant recipients, amount of grants, and requesting Board Members at each regularly-scheduled Meeting of the Board.

Appendix 4E: Family Discretionary Fund

LIDLAW FAMILY DISCRETIONARY GRANT FUND

* A Fund of \$200,000 a year for, initially, a three-year term to encourage Family Members active engagement with philanthropy and, by association, to increase their long-term involvement with and support for the Foundation. 10% of the Fund may be set aside each year for personal development of Family Members. A formal review will take place after three years of operation of the Fund.

* All descendants of Mr. R.A. Laidlaw 18 years of age and older will be eligible to make an application to the Fund on behalf of a recognized Canadian charitable organization(s) to a maximum of \$10,000 per year per Family Member. Application(s) could be in the form of one grant for \$10,000 or a series of smaller micro grants. A Family Member should not consider submitting an application for the same charity year after year unless there are new and compelling reasons for it to be reconsidered, such as a different cause/program within the charity. All Discretionary Funds must support the current Foundation's priorities and focus.

* Each application to be in writing by mail, fax or scanned and e-mailed to the Executive Director of the Foundation, no longer than one page in length, including a brief description of the charity, the amount of the request, how the funds will be used by the charity, the outcomes to be achieved by the charity, and a personal note of why the Family applicant is requesting support for the particular charity. The application must also include full contact information for the charity along with its charitable registration number. Relevant links to information about the charity and attachment(s) may also be included with the submission.

* Upon receipt of any application, the Executive Director of the Foundation, consistent with the granting policies of the Laidlaw Foundation, will identify any issues with the application for review and further clarification with the Family Member submitting the application. If none, he will immediately forward a cheque. The Executive Director will indicate in his letter, along with the cheque, that the support is from the Laidlaw Family Discretionary Grant Fund on behalf of requesting Family Member.

* A Family Committee comprised of the three Family Members on the Board together with two other Family Members and two non-Family Board Members will be appointed with the following mandate:

- Applications could be for one grant of \$10,000 or a series of grants for a minimum of \$2,500 each;
- to reach out to all eligible Family Members promoting and encouraging the opportunities presented by the Fund;
- to act as a resource concerning the Fund to all eligible Family Members;
- together with the Executive Director, to work with any Family Member whose application for a grant has been held back for review and further clarification;

Appendix 4E: Family Discretionary Fund

- to prepare a semi-annual Report to the Board and to the Family on the work of the Fund;
- to make any recommendations to the Board with respect to any changes deemed necessary to the operation of the Fund to optimize performance and learning;
- to promote and to act as a resource for Family Members looking to develop a relationship with the Foundation and its work;
- to report yearly to the Board and to the Family on new and increased Family engagement with the Foundation .

Appendix 4E: Staff Discretionary Fund

Staff Discretionary Grant Fund

Effective January 1, 2019, all regular full-time and regular part-time Employees will be eligible to participate in a Laidlaw Foundation Staff Discretionary Grant Fund Program with the following terms and conditions:

1. During each fiscal year of the Foundation, every regular full-time and regular part-time Employee will be eligible to have their personal charitable donations matched by the Foundation up to a maximum total of \$2,500 per year;
2. All donations must be at arm's length from the Employee's work at the Foundation, and must present no conflict of interest as defined by the Foundation's conflict of interest guidelines;
3. All donations must be to charities in good standing or a not-for-profit organization in Canada.
4. *Employees are expected to support the current priorities and focus the of the Foundation when requesting a grant;*
5. For each requested charitable donation, the Employee must submit, as evidence of their donation, a bona fide charitable tax receipt from the organization;
6. Within 30 days of the request from an Employee for a donation, together with evidence of their registration, the Executive Director will *confirm the request's compliance with the above guidelines, will verify the proposed donee's charitable registration number, will resolve with the recommending Employee any issues requiring clarification, and then immediately following this review* authorize a cheque to be forwarded to the organization. *If any issues requiring clarification cannot be resolved between the Employee and the Executive Director, such issue(s) will be sent to the Executive Committee for final resolution;*
7. The Executive Director will indicate in a letter to the organization accompanying the cheque that the support is from the Laidlaw Foundation Staff Fund Program Employees on behalf of Employee {Name};
8. In the case of the Executive Director being the Employee in subsection #6 above, it will be the President who will review the evidence of the donation and authorize a cheque to be forwarded to the organization, and it will be the President in subsection #7 above who will sign and send the letter;
9. The Executive Director will report to the Board, by way of a written Memo, such new donation recipients, amount of donations, and requesting Employee at each regularly-scheduled Meeting of the Board.