

BOARD OF SELECTMEN

Policy on Grants

Original Date: February 22, 2011

Revised Date: April 19, 2011

2011-2

Overview

With decreasing revenue and increased fixed costs, grant revenues can be an important part of the Town's overall resource stream, especially in funding capital improvements. Actively seeking out grant revenue that assist in achieving identified Town goals and objectives should play a role in the town's overall financial strategy.

Purpose

The purpose of the policy is to set forth an overall framework for guiding the Town's use and management of grant resources.

Goals

1. Evaluate costs and benefits of specific grant programs, including staffing, space, and supplies, that will be required, calculates and presents, in writing, total project costs [The definition of total project costs will include the cost of applying and administering, and sustaining personnel, maintenance and administrative costs after the grant funding has been exhausted].
2. Aside from entitlement grants, the Town should focus on grants needed for capital improvements. This approach will allow the town to compete for projects it might otherwise not be able to afford, while maintaining independence should grant sources diminish in future years.
3. Grants should not be sought for operating purposes, or to fund new staff, programs, or services, without a clear plan for sustainability at the end of the funding period.
4. The Town should proceed cautiously, and not pursue grants that fund "pilot" operating programs, or short-term staffing enhancements for existing programs. Taking on these grants for program expansion could aggravate the Town's fiscal position once the funding is no longer available.
5. The town should only seek grant funding when sufficient staff time is available to effectively administer the program, or when these services can be built into the grant.
6. Departments are responsible for identifying the need for, or potential sources of grant funding, and for developing all the program concepts and cost estimates. These opportunities should be evaluated thoroughly by the administration, prior to discussion by the BOS, and any public discussion should include the TA's recommendation.

Roles & Responsibilities

Town Administrator & Assistant Town Administrator

1. Evaluates the need for project and the application with the Department Head and approves/denies application.
2. Authorizes any commitment of in-kind funding or town match funding, this includes any addition of new staffing.
3. Final approval of ANY grant application will be with the TA. The TA will not approve a grant application that:
 - a. Adds staffing or commits the town to staffing or program expenses beyond the funding period;
 - b. Has a goal or purpose that is inconsistent with current town plans or policies;
 - c. In which necessary matching funds or in-kind contributions are not already available, or are not clearly identified and committed.

Town Treasurer

1. Provides bank account numbers and DUNS numbers for applications;
2. Coordinates financial issues with the Town Accountant and TA.
3. Receives grant funds and executes related contract documents when delegated to do so by the TA;
4. Notifies the Department head when monies are received.(new #4)

Town Accountant

1. Provides technical assistance to the department in preparing budgets for grant applications, submitting reports, and maintaining required financial records;
2. Coordinates preparation of audits;
3. Develops, recommends, and maintains grant management processes;

Department Head

1. Evaluates costs and benefits of specific grant programs, including staffing, space, and supplies, that will be required, and calculates total project costs;
2. Evaluates any potential impact on other departments, and makes recommendations regarding the amount or percentage of indirect costs to be recovered;
3. Discusses the completed proposal with the Town Administration and obtains approval by the Town Administrator prior to submission;
4. Submits grant once signed by the TA;
5. Distributes documents to the Town Accountant and copies to the Town Treasurer.(#5)
6. Maintains compliance with all audit procedures and necessary financial and program reporting, and provides other departments with any necessary documentation, and;
7. Completes all closing paperwork and reports unless otherwise directed by Administration.