



City of Meridian
Standard Operating Policy
Number 9.8

## Grant Application and Administration Policy

### Purpose:

To set forth the City's policy regarding the submission of grant applications and administration of grant funds received.

### Policy:

1. Prior to submitting a grant application on behalf of the City, the department submitting such application ("Applicant") shall:
  - a. Obtain approval from Applicant's Department Director, and
  - b. Seek review by the Grant Committee of the proposed grant application and all grant requirements.
2. Volunteers shall not be authorized to submit grant applications on behalf of the City. Only City employees, acting in accordance with this policy and related procedures, shall be authorized to submit grant applications on behalf of the City.
3. Following award of a grant to the City:
  - a. All grant funds received by the City shall be used in accordance with applicable laws and regulations, City policy, and the terms of the grant. Federal grant funds shall be used in accordance with the Uniform Guidance (Title 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards).
  - b. The Finance Department shall complete all accounting and financial reporting, as required by City policy, the granting entity, and any applicable laws.
  - c. The Applicant shall complete all required administrative tasks associated with the grant (*e.g.*, screening and monitoring any and all contractors and/or subrecipients, operational and performance reporting, data collection, and regulatory compliance).

### Authority & Responsibility:

1. The Applicant is responsible for providing the proposed grant application and all supporting documentation, including but not limited to all procurement requirements of the grant, to the Grant Committee for review before submitting the grant application to the granting entity.
2. The Finance Department is responsible for convening the Grant Committee following a request for review, and for conveying the Committee's recommendation to the Applicant following review of the application by the Grant Committee.
3. The Mayor is authorized to make the final decision regarding submission of a grant application and acceptance of grant funding.

4. Department Directors are authorized to sign grant applications.
5. The Mayor is authorized to sign grant applications and any and all agreements with a granting entity.