



GRANT APPLICATION POLICY

INTRODUCTION

This policy outlines the procedures for reviewing, approving, and submitting grant applications on behalf of the City Salida ensuring accountability, financial responsibility, and alignment with the City's goals and priorities.

PURPOSE

The purpose of this policy is to establish a consistent and transparent process for reviewing, approving, and submitting grant applications. All grants, regardless of the funding amount or matching requirements, must undergo review by the City Administrator and Finance Director to ensure alignment with the City's goals and financial capabilities. To the extent possible, grants should be identified and included in the budget process to ensure matching funds have been identified and planned for.

SCOPE

This policy applies uniformly across all departments, ensuring consistency in the review and submission of grant proposals. It is designed to provide clear guidance on the approval process while maintaining flexibility to accommodate exceptional circumstances or emergency funding needs.

POLICY STATEMENT

The City of Salida is committed to ensuring a transparent, efficient, and accountable process for reviewing and submitting grant applications. The following principles guide this policy:

1. Accountability and Transparency

All grant applications, regardless of size or source, will be subject to a review process by the City Administrator and Finance Director. This process is designed to ensure that grant applications align with the City's financial policies and priorities.

2. Financial Responsibility

The City will evaluate the financial feasibility of each grant application, particularly in cases where matching funds or substantial resource commitments are required, including financial or staff time and capacity. All grants that involve matching funds greater than \$50,000 will require formal approval from the City Council.

3. Clear Approval Process

- **Grant Requests under \$100,000:** Grants under \$100,000 that do not require Council approval by the granting agency may be approved administratively by the City Administrator and Finance Director, with the understanding that they will be included in regular staff reports to the City Council for informational purposes. These grants will only be placed on the consent agenda if special circumstances require Council involvement, such as a need for formal action or a letter of support.
- **Grant Requests of \$100,000 or More:** Grants that exceed \$100,000, or those requiring matching funds greater than \$50,000, will require City Council approval prior to submission to the funding agency. These grants will be reviewed by the City Administrator and Finance Director and will be presented to the City Council for consideration.

4. Consistency Across Departments

This policy applies uniformly to all City departments, divisions, and offices submitting grant proposals. It is designed to ensure that all grant applications follow the same clear process, maintaining consistency, oversight, and alignment with the City's strategic objectives.

5. Flexibility for Special Circumstances

While this policy outlines the general rules and guidelines, it allows for flexibility in special or urgent circumstances. For example, in cases of emergency grants or grants with specific conditions that necessitate deviation from the normal approval process, exceptions can be made with appropriate review and approval by the City Administrator, Finance Director, and City Council when necessary.

This policy ensures that the City of Salida manages grants in a responsible, transparent, and financially prudent manner while promoting strategic use of external funding opportunities.

RESPONSIBILITIES

This policy is approved by the City Administrator and exceptions to the policy can be granted by the City Administrator.

Existing policies already in place prior to the adoption of this policy should be reviewed and modified according to the guidelines in this policy if it would enhance efficiency of the existing policy.

Any formal future policy written for the City shall follow the guidelines outlined in this policy.

MONITORING AND REVIEW

This policy shall take effect upon approval and shall be communicated to all Department Heads for immediate compliance. For any inquiries or clarifications regarding this policy, contact the City Administrator.

Approved and adopted by:

City Administrator

Date Approved

This policy shall be subject to review on _____ or more frequently if necessary, by the Finance Director.