



Grant Application, Acceptance and Management Policy

February 10, 2025

Benefits of a Grants Policy

- Creates a resource for employees throughout the grants process
- Provides guidance and assistance to organization for grant process
- Streamlines grant application and management process
- Helps ensure compliance with grant requirements
- Having a policy is looked upon favorably by granting agencies
- Industry best practice



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“To establish uniform guidelines and procedures for City staff in the development, submission, and management of grants and receipt of restricted donated funds”

Purpose



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A Grants Policy Ensures Each Grant Program:



Aligns with the City's mission and priorities



Is managed effectively to ensure compliance with grant terms and requirements to maintain eligibility for future grant funding



Has been properly evaluated for any fiscal, legal or operational implications



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General

City must track, manage and report all grant funding and expenditures to ensure the City's good standing with grantors and preserve access to future funding

Grant funding not used to meet on-going operational service delivery needs or basic service needs



Definitions

Actual footage of me writing a grant application



Policy Sections



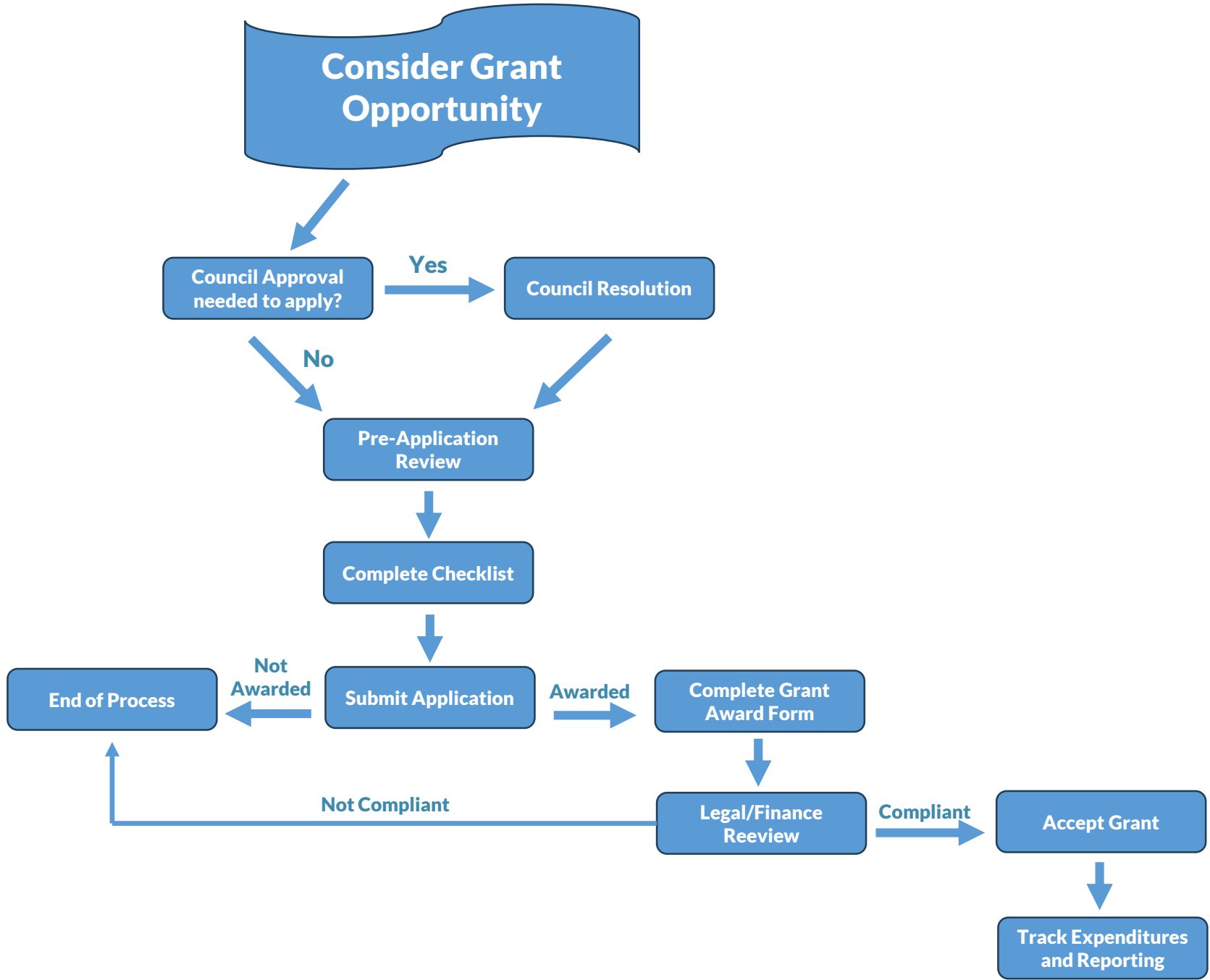
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- Responsibilities
 - City Council
 - Approve grant agreements when the grantor requires approval by the governing body
 - City Manager
 - Responsible for signing grant applications and accepting grant awards on behalf of the City, as delegated by the City Council
 - Finance Department
 - Serves as a departmental resource to support internal preparation for the grant application process
 - Departments
 - Overseeing the grant activities within their departments
- Procedures and General Guidelines

Policy Sections



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Process



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Questions?