



## **GRAND TRAVERSE COUNTY**

### **GRANT POLICY**

#### **PURPOSE**

To maintain proper administrative and fiscal control of all funds appropriated to the County from the Federal, State and local governments, non-profit agencies, and other sources, this policy sets forth guidelines for the application, acceptance and administration of grants for the County.

Departments are encouraged to seek revenues in the form of grants or other funding sources to expand programs and services to meet existing community needs which are consistent with the established mission of the County and the submitting department or court. While the Board of Commissioners supports these efforts, no commitment will be made for funding beyond the grant period.

#### **GRANT APPLICATION APPROVAL**

All grant applications will be required to obtain approvals as follows:

- A grant application requiring no County financial match or a financial commitment has been budgeted for the grant may be submitted with notification to the Administrator and Finance Director.
- A grant application requiring in-kind services requires approval of the Administrator.
- A grant application that requires financial commitment from the County that has not been budgeted requires the review of the Finance Director and approval of the Administrator and the Board.
- A grant application that creates a new employee position requires approval of the Administrator.

#### **GRANT ACCEPTANCE**

All grant agreements will be accepted as follows:

- A grant agreement requiring no County financial match or a financial commitment has been budgeted for the grant may be accepted with notification to the

Administrator and Finance Director and the signature of the Board Chairman, or a designated official where authorized.

- A grant agreement requiring in-kind services requires approval of the Administrator and the signature of the Board Chairman, or a designated official where authorized.
- A grant agreement that requires financial commitment from the County that has not been budgeted requires approval of the Administrator and the Board and requires the signature of the Board Chairman, or a designated official where authorized.
- A grant agreement that creates a new employee position requires approval of the Administrator.

Copies of final grant agreements must be provided to the Administrator and Finance Director within 30 days of receipt of agreement.

### **EXPEDITED APPROVAL**

In an emergency or unforeseen situation, the Administrator, in consultation with the Board Chairman and the Finance Director, may make an exception which must be ratified by the Board of Commissioners as soon as possible. An emergency is defined as an act that prevented the grant from being completed under normal procedures (i.e., a grant application was received and requested to be submitted prior to a Board meeting).

### **REPORTING**

All reports, including close out reports, must be provided to the Finance Director within 15 days of submittal to the grant administration agency.