



## GRANT APPLICATION POLICY

### **GUIDELINES:**

1. All requests for grant applications must go through the appropriate legislative committee for approval.
2. Prior to sending the proposal to apply for a grant to legislative committee, a report must be completed containing the following information:
  - a. The purpose/objective of the grant (why is it important to Clinton County)
  - b. Total amount of the grant
  - c. Life expectancy/term of the grant
  - d. Is this program a duplication of any other currently-operated program?
  - e. A plan as to what will happen if the grant is not renewed
  - f. Sources of funding (federal, state, local)
  - g. If local match is to be in-kind, then it must be fully explained (who, what, how)
  - h. If local match is to be tax dollars, where will they come from?
  - i. If existing current budget dollars will be used, why are they available and not used as intended?
  - j. How many people will be hired?
    1. Does enough space exist in your department?
    2. Who will administer the grant, and does it cover administrative expenses?
    3. How will it impact other administrative offices in the county (payroll, accounts receivable, purchasing, accounts payable, contracts, attorney services, personnel)?
    4. Does it cover office equipment?
3. After committee approval is secured for application, the department will be responsible for meeting all deadlines, obtaining signatures, and providing copies to the necessary county administrative offices.
4. If Personnel Committee or Finance Committee approval is also needed, then the requesting department shall be responsible for supplying necessary information to the Legislative Office to meet deadlines for submission of data.

5. The requesting department must coordinate with all affected administrative departments once grant approval is received to set up account codes, purchase materials, process contracts, hire employees if applicable, process reimbursement claims, set up telephone access, arrange for parking permits, computer training, or other necessary administrative actions.
6. It is very important that all departments accounting for grants establish a subsidiary bookkeeping system to properly charge expenses to the program that will allow for proper claiming for reimbursement and that can be easily audited by both internal and external auditors.
7. If the department receives any notice from the granting agency that deals with possible elimination of funding, funding sanctions, audit criticisms, additional local funding requirements, or any other information that might result in the county becoming financially liable for must be forwarded immediately to the County Administrator.
8. Department heads shall submit written status reports on all grants approved by the Legislature and administered within their department to their proper legislative standing committee on a quarterly basis (through end of March, June, September, and December). Said reports should include:
  - Title of grant
  - Purpose of grant
  - Total grant amount
  - Total local match required (if any) and source
  - Anticipated grant period
  - Expenditures from grant during past quarter
  - Total grant expenditures through end of last quarter
  - Brief narrative (2 to 3 sentences) describing progress during past quarter