

Drummond Island Township

Grant Policy

INTRODUCTION

The purpose of the grant policy and procedures is to develop, implement, and maintain meaningful grant oversight and coordination for the Township Trustees thereby increasing grant-related revenue, limiting the Township's exposure to grant-related legal liability, and improving the efficiency and impact of programs and funded services through grants.

SCOPE

This policy is applicable to any Drummond Island Township program, department, township trustee, or any local civic group preparing and submitting grant applications to agencies outside the township government for funds, materials, or equipment to be received and administered by the township or by an agency for which the township acts as the fiscal agent.

The goals and objectives of the group seeking a grant should be established early in the planning process and should not change based on changes in the availability of different funding sources sought and received. If grant policies and regulations conflict with regulations and policies of Drummond Township, the federal and state regulations will prevail unless they are less restrictive than township policies-where township policy prevails.

Before seeking approval from the local government the following objectives should be provided in applicable detail.

Pre-Application Assessment

Financial

- Total anticipated project cost
- Match requirements and sources
- Costs that will be incurred by the agency as a result of implementing the grant program that will not be recouped in the grant award.
- Program income considerations
- Any staffing requirements (including salary and benefits increases for multi-year grants)
- Documentation of a clear continuation plan. It is required that departments develop continuation plans (plans for sustaining grant-funded programs if funding is reduced or terminated) prior to applying for grants, which reflect the potential for loss of funding and the subsequent loss of grant-funded positions or program components. Departments must plan responsibly for either termination or reduction of the program or seek to secure alternative sources of funding. If activities will not be continued absent grant funding, this should be indicated as well.

Reporting and Closeout

It is the Grant Coordinator's responsibility to ensure Drummond Island Township follows the administration and reporting requirements for grants received. The Grant Coordinator and Township Clerk, and Township Supervisor are responsible for compliance with laws, regulations, and grant provisions in implementing the grant. Reporting requirements may be as frequently as monthly, but no less than once a year. Grant reporting requirements will vary by grant. They may include expenditure information and performance-based information.

Grant Information Questionnaire

1. Type of grant you wish to pursue? Please provide contact information or link.

2. Briefly provide a brief impact statement on how this award would benefit residents of Drummond Island.

3. Please provide a cost benefit analysis and sustainability should the grant be awarded. What operating or replacement costs would be need to be included over the life of the project? What type of compliance would be required? Are there matching funds to be provided in the Township annual budget?

4. If this grant is awarded would there be professional services required? Such as engineering, architectural, or legal fees. Are these funds being considered or permitted in the grant request?

5. What is the timeline for the project? Also, provide the grant application timeframe and deadline.

6. If awarded this grant would the amount require bid specifications, bid awards and any other amounts required for labor and contractor costs.