

Town East Montpelier

Grant Policy

I. Purpose.

This policy establishes the process, requirements, and parameters for collaboration with the Town of East Montpelier for grant applications, acceptance, management, reporting, and grants to non-Town entities that require Town approval.

The policy documents the procedure to create and sustain greater consistency, effectiveness, and efficiency for the application, acceptance, and general management of Town grants. Following this process is a prerequisite for grant consideration with the Town of East Montpelier.

II. Definitions.

The following definitions apply with regards to this policy:

- **Applicant:** The person or organization applying for the grant.
- **Authorized Signatories:** Town Manager, Treasurer, Selectboard Chair, or Selectboard as a whole.
- **Departments:** As defined under the Administration of the Town Manager form of government or funded by taxpayers' money in the general fund or designated districts including but not limited to finance, highway, fire, police, library, water and wastewater.
- **Grant:** The funds awarded to the Town of East Montpelier per the terms of the specific grant agreement, including all attachments and amendments.
- **Grant Application Request Form:** This form shall be completed and approved before applying for a grant that requires Town participation in any capacity.
- **Grant Compliance Team:** Includes the Town Manager, Planning, Zoning and Grant Administrator.
- **Grant Project Team:** The Grant Project Team shall consist of applicable members of the Grant Compliance Team, the Grant Applicant, and the Applicant's team members that will actively participate in grant administration and management.
- **Grantee:** Recipient of the grant.
- **Grantee Department Point of Contact:** Department Supervisor/Manager or Designee.
- **Grantor:** The party awarding the grant funds to the grantee.

III. Application Process and Requirements.

This process is required for all grant applications for which the Town of East Montpelier is seeking funds, is the entity granted funds, or is the entity accepting funds on behalf of another party:

- a. Prior to applying for a grant that requires Town participation of any kind from any agency, department, or other entity, permission from the Selectboard must be sought and obtained.
- b. Requests for consideration must be complete, and received by the Town Grant Administrator at least 15 working days prior to a Selectboard meeting. Late requests may not be considered, at the discretion of the Town Manager.
- c. All grant requests shall include:
 - a completed Grant Application Request Form (included as Attachment A with this policy, and available by request and on the Town website).
 - a full description of the grant
 - any additional information required to fully define the grant opportunity including any easements, deed restrictions or other covenants that could pose restrictions to the grant.

- d. Incomplete application requests, or those lacking requested additional information, may be removed from consideration or receive a negative recommendation from the Town Manager's office.
- e. Applications that do not include a completed Grant Application Request Form will not be considered.
- f. The Grant Compliance Team shall meet at least 7 working days prior to the Selectboard meeting to review grant applications approved by the Grant Administrator.
- g. As part of the grant acceptance process, the Grant Compliance Team shall ensure that resources are available to manage the grant effectively through completion.
- h. Grants approved by the Grant Compliance Team will be passed on to the Town Manager for approval. If approved by the Town Manager, the grants shall be added to the Selectboard agenda.
- i. Acceptance criteria shall include:
 - Benefit to the Town
 - Compliance with the Town Plan
 - Effort required / resources available
 - Applicant track record of managing grants
 - Recoverable Administrative fees
- j. Anyone seeking permission to apply for a grant is responsible for attending the Selectboard meeting and presenting the request.
- k. If permission for application is granted by the Selectboard, the application request form shall be submitted to the Grant Administrator as soon as possible.
- l. Upon receipt of an application request form and the draft minutes of the Selectboard meeting where application permission was granted, the Grant Administrator will start a grant folder/binder.
- m. A completed copy of the grant application shall be submitted to the Grant Administrator, who will then distribute to the designated department head and Finance Department after it is submitted to the granting agency.
- n. Failure of the applicant to follow any of their required steps may result in the Town declining a grant eventually awarded.
- o. Decisions by the Grant Administrator may be appealed to the Town Manager. Decisions by the Town Manager may be appealed to the Selectboard.
 - To appeal, submit a letter to the to the Town Manager stating your intent to appeal the decision at manager@eastmontpeliervt.org.

IV. Award Acceptance Process

- Immediately after being awarded a grant, a completed grant award summary sheet shall be submitted to the Grant Administrator. The summary sheet can be supplied by the grantor or the grant applicant. At minimum, the summary sheet shall include:
 - i. Grantor full description and contact information.
 - ii. Total Award Amount
 - iii. Match requirements
 - iv. Reimbursement Cycles
 - v. Reporting Deadlines and all milestones
 - vi. Grant start date and grant end date.
 - vii. How and where grant data will be input during the active Grant Management phase.

- viii. Designee responsible for reporting and entering all grant data during the active grant Management phase.
- After receiving the grant award summary sheet, the Grant Administrator will schedule the initial Grant Project Team meeting.
 - The initial Grant Project Team meeting shall consist of the Grant Administrator, applicable members of the Grant Compliance Team, and the Grant Applicant and their team members that will actively participate in grant management. The purpose of this meeting will be to organize the Grant Project Team that will be responsible for completing the grant requirements and actions.
 - Each Grant Project Team will include at a minimum:
 - i. Lead Grant Contact - responsible for organizing the grant team and submitting all invoices, reports and required documentation necessary to prepare requisitions, reports, or other project related grant materials prior to the specified due dates.
 - ii. Staff contact - designated staff contact for each grant. Typically, the designated Department Head, grant administrator or economic development director.
 - The Lead grant contact for grants awarded to non-Town entities or projects shall not be a Town staff member.
 - The staff contact and primary Lead contact may be the same person for Town-managed grants.
 - It shall be the responsibility of the sub-recipient organization to ensure that the lead grant contact position is always staffed. Allowing the position to lapse may be considered a compliance violation, with penalties including those defined in this document.

V. Grant Management Phase- Process and Requirements

- a. The Lead Grant Contact is responsible for managing the grant and the grant team, ensuring grant compliance, and submitting all required documentation prior to applicable due dates.
- b. Communication and the grant schedule are key components of the grant management phase. It is the responsibility of The lead grant contact to create and maintain a grant schedule showing the grant start date, end date, report dates and all key milestone dates.
- c. An electronic grant folder shall be required for each grant, and stored securely in an appropriate place on the Town's network. It is the Town's responsibility to maintain the grant folder. It is the Lead Grant Contact's responsibility to ensure that the required documentation is submitted.
- d. The grant folders shall be created by the Grant Administrator and maintained by the Lead Grant contact.
- e. The grant folders shall contain electronic copies of the signed grant agreement, grant descriptive documents, grant schedule/timeline, and all relevant correspondence and documentation. Paper copies can be created and filed as required.
- f. A shared digital calendar shall be created showing:
 - i. reimbursement cycles. All cycles shall be met unless there is no money spent to seek reimbursement.
 - ii. reporting deadlines with reminder set two (2) weeks early.
- g. The Lead grant contact shall work with Finance to maintain the grant summary award form. Finance is responsible for maintaining the reimbursement record.
- h. All reports to be submitted at least five (5) working days before deadlines to allow resolution of issues.

VI. Grant Thresholds - Number of Grants.

The Grant Compliance Team shall be responsible for ensuring that the resources are in place to properly manage grants prior to approving any new grants. This will primarily occur during the Application Review phase prior to passing the application to the Town Manager.

The Grant Compliance Team shall monitor the overall grant load at intervals sufficient to ensure that resources are available to manage existing grants efficiently before approving any new applications.

The following compliance limits shall be taken into consideration when considering grant applications:

- a. Organizations with two (2) or more delinquent reports in a fiscal year, and/or with more than one (1) other compliance issue shall not be allowed to apply for any new grants until all current grants are in compliance.
- b. Organizations with three (3) or more delinquent reports in a fiscal year, and/or with more than one (1) other compliance issue shall not be allowed to apply for any new grants for one (1) year AND until all current grants are in compliance, or other assurances are in place.
- c. Organizations with two (2) or more delinquent reports in consecutive fiscal years, and/or more than one (1) other compliance issue shall not be allowed to apply for any new grants for one (1) year AND until all current grants are in compliance, or other assurances are in place.
- d. The Town may delay the requisition process until the grant is in compliance.

VII. Internal Grant Team, Scheduling, and Prioritization.

The Town will convene an internal grant team, which meets on a regular basis. The grant team is responsible for the following:

- Creating and maintaining a master fiscal year grant calendar that identifies grant availability, application deadlines, and contacts.
- Creating an initial grant prioritization listing, for manager review (first) and Board adoption.
- Creating a prioritized grant listing to present to the Board for adoption at the July meeting.

VIII. Attachments

- Attachment A: East Montpelier Vermont Grant Application Request Form

IX. Signatures

Selectboard Chair

Date

A. East Montpelier Vermont Grant Approval Form

GRANT NAME

GRANT FUNDING AGENCY

GRANT DESCRIPTION

ORGANIZATION REQUESTING GRANT

PRIMARY CONTACT (PC)

PC EMAIL

PC PHONE NUMBER

APPLICATION DUE DATE

TOWN DEPT

FUNDING AVAILABLE

MATCH REQUIRED

ADMIN FUNDS AVAILABLE

TOWN COSTS

GRANT START DATE

GRANT END DATE

DISPERSEMENT TYPE

Deed restrictions, easements or other covenants restrictinos

Alignment w/ Town Plan

Town Responsibilities

Applicant Responsibilities

Applicant Signature

Town Department Manager Signature

Date Submitted