

Purpose:

The purpose of this policy is to outline the procedures that Powhatan County Departments will use to apply for and manage grants. The policy will ensure proper grant activity, minimizing the risk of non-compliance and maximizing grant benefits.

Applying for Grants:

No matter how a grant opportunity is identified, prior to submitting a grant application the interested department will designate a Project Manager who will be the point of contact throughout the grant's lifecycle. As soon as possible, the Project Manager will fill out and send the Grants Coordinator a Consideration Form, found on the Powhatan County website detailing the:

- Granting agency
- Grant title
- Requesting department
- Project Manager
- Application deadline
- If required, information about personnel that will be funded
- If required, match information
- If required, ongoing costs
- Proposed project description
- Proposed budget
- Any additional relevant information

After a Consideration Form is received, the Grant Coordinator will notify the members of the Grant Committee consisting of a member of County Administration, a representative of the Finance Department, the Grants Coordinator and should the proposal require it, a member of the IT Department. The Consideration Form will be reviewed to evaluate the capacity to complete the application, alignment with Powhatan County goals, and long-term funding responsibility. Should the Grant Committee not approve the opportunity, the Grants Coordinator will contact the Project Manager outlining the reasons the committee denied the proposal. If the Consideration Form is approved, the Grants Coordinator will contact the Project Manager to schedule a meeting to review a shared work plan, deadlines, and responsibilities relevant to the application.

Throughout the application process, the Grants Coordinator will remain in close contact with the Project Manager to manage deadlines, answer questions, aid in the application writing/ editing, and review the proposal before submitting. Once the application is complete, the Grants Coordinator will be responsible for submitting the application, unless otherwise stated.

Post- Award and Closeout

Upon receipt of an award letter, the Grants Coordinator will notify the Project Manager. The County Administrator will then choose whether to accept the grant award. After the award is accepted, the Grants Coordinator will schedule a meeting with the designated Project Manager to discuss award requirements, report deadlines, responsibilities, and special considerations throughout the grant period. Throughout the reporting period, the Project Manager is in charge of forwarding all documents to the Grants Coordinator who will maintain the reports. Depending on the report requirements, the Grants

Coordinator may request the Project Manager to submit written summaries of the work done. At the time of closeout, the Grants Coordinator will request required information from the Project Manager. Once the required information is acquired, the Grants Coordinator will complete the grant closeout. The Grants Coordinator will maintain documentation in compliance with the award.

Deadlines

Due to the nature of grants, deadlines are very important and need to be maintained. By sending in a Consideration Form, the Project Manager agrees to adhere to the deadlines communicated by the Grants Coordinator in the shared work plan. Should the deadlines be continuously missed, the Grants Coordinator may decide to terminate work on the application.