

GRANTS MANAGEMENT POLICY

COUNTY OF SPOTSYLVANIA
FINANCE DEPARTMENT

FOR ADDITIONAL INFORMATION, PLEASE CONTACT

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GRANTS MANAGEMENT POLICY

COUNTY OF SPOTSYLVANIA, FINANCE DEPARTMENT

INTRODUCTION

SCOPE

The Grants Management Policy applies to any county program, department, or division that is preparing, submitting and/or administering a grant on behalf of Spotsylvania County Government. This policy also applies to any organization requesting that the county act as the fiscal agent on its behalf. The sole exception to this policy is the Spotsylvania County School District.

Any submittal by any county program, department, division, or Constitutional Officer in violation of these procedures shall not bind the county.

PURPOSE

The purpose of this policy is to:

- 1) Ensure that the project or initiative will further one or more of the county's strategic goals.
- 2) Ensure oversight of all funds appropriated to the County from federal, state and local governments, non-profit agencies, and other private sources.
- 3) Maximize the financial benefit of funds received through grants.
- 4) Minimize risks associated with non-compliance of grant requirements.

POLICY

Prior to submitting a grant pre-application or application, the department's proposed grant program manager is responsible for reviewing and complying with the Grants Management Policy. The policy provides guidance, procedures, and departmental responsibilities for the county's process of applying for a grant, accepting a grant award, grant administration, grant close-out procedures and retention requirements.

APPLYING FOR A GRANT

SUBMISSION OF A CONCEPT PAPER OR LETTER OF INTENT

If a granting agency requires the submission of a concept paper or letter of intent prior to the submission of a formal application, the County Administrator may provide authorization. In the absence of the County Administrator, the Deputy County Administrator may authorize the concept paper or letter of intent. Upon the invitation of a granting agency to submit a formal grant application the approval process listed under the Applying for a Grant Outside the Budget Process section will apply.

GRANTS IN WHICH THE COUNTY ACTS AS A FISCAL AGENT

When a department forms the intention to submit a grant application in which the county will serve as the fiscal agent for one or more localities, agencies, or organizations, the department must immediately notify the Grants Writer, the Finance Director, the County Administrator and the County Attorney's Office. Both the County Administrator and the County Attorney's Office must review and approve an acceptable written agreement regarding accountability for funds before the application is submitted to the granting agency. In addition, the department will need to secure authorization to submit a grant application as outlined in the following sections.

APPLYING FOR A GRANT IN COORDINATION WITH THE ANNUAL BUDGET

Whenever possible, grants should be approved through the formal budget process. If the grant is incorporated into the Adopted Spotsylvania County Budget and appropriated, including local match, then no additional approval will be required to apply for the grant or to accept the grant award.

APPLYING FOR A GRANT OUTSIDE THE BUDGET PROCESS

1. When a decision is made to pursue a grant opportunity, the department will be required to immediately notify the Grants Writer prior to the actual preparation of the grant application. Notification should be made through use of the Grant Application Approval Form. Information that is required to complete the form includes:
 - Granting agency,
 - Grant program title,
 - Brief description of proposed project,
 - Brief description of how the proposed project fits into the context of the department's management plan,

- Proposed grant manager and contact information,
- Preliminary budget estimate,
- Preliminary amount that will be requested from granting agency,
- If required, preliminary amount of local match,
- If required, type of local match,
- If required, source of local match,
- If required, letter of intent due date,
- If requesting FTE through the grant, the proposed number of FTE,
- If requesting FTE, preliminary job classification,
- Whether or not there is a local government requirement to fund the program beyond the grant period,
- Application due date,
- Proof of departmental director approval to apply for this grant program

In addition to completing the Grant Application Approval Form, a copy of the Request for Proposal (RFP) or program guidelines, should accompany the notification form. The purpose of this notification is to minimize duplication of submissions by county departments for the same grant opportunity, to aid departments in securing the appropriate authorization to apply, to provide assistance as needed to departments in the preparation of the application, and to maintain a comprehensive database of pending grant applications as well as active grants.

2. Upon departmental notification, the Grants Writer will be responsible for notifying the Finance Director and the department's respective Deputy County Administrator of the proposed grant application and preliminary project budget. The purpose of this notification is to provide information and to address any issues or concerns that may arise prior to investing resources in the completion of the application. At the discretion of the Deputy County Administrator, the information may be forwarded to the County Administrator for his input.

If any grant funds will be utilized to purchase information technology related items (i.e. computers, printers, software, etc.), the Information Services Department must review and approve the proposed information technology related items. The purpose of this review is to ensure that Information Services has the necessary infrastructure and resources to support the information technology related items.

3. Approval to apply for a grant must be secured through either the County Administrator or the Finance Committee and Board of Supervisors once the final budget has been established. Due to the time that may be required to secure the appropriate approval, it is highly recommended that the budget be the first item that is completed. The approval authorization will be determined by three factors. These factors include:

- The amount and type of the local match requirement,
- Whether or not there is a local government obligation to fund the program beyond the grant period,
- The type of positions that will be funded through the grant program.

THE CRITERIA FOR EACH OF THESE THREE FACTORS MUST BE REVIEWED IN ORDER TO DETERMINE THE APPROPRIATE PROCESS TO SECURE AUTHORIZATION FOR GRANT APPLICATION SUBMISSION.

A. Local Match Requirement

- i. If there is no local cash match requirement then the County Administrator may authorize the grant application. In the absence of the County Administrator, the Deputy County Administrator may authorize the application.
- ii. If there is an in-kind contribution requirement that can be met through the department's appropriated budget the County Administrator may authorize the grant application. In the absence of the County Administrator, the Deputy County Administrator may authorize the application.
- iii. In cases where there is a local cash match requirement and the department has identified funds within their approved budget to provide the local match for the entire grant period and the total amount of the local match does not exceed \$30,000, the County Administrator may authorize the grant application. In the absence of the County Administrator, the Deputy County Administrator may authorize the application.
- iv. If the local cash match exceeds \$30,000, the department must secure the recommendation of the Finance Committee and the approval of the Board of Supervisors. (See Scheduled Meetings for additional information.)

B. Local Government Commitment

- i. If there is no local government commitment to fund the program beyond the grant period then the County Administrator may authorize the grant application. In the absence of the County Administrator, the Deputy County Administrator may authorize the application.
- ii. If there is a local government commitment to fund the program beyond the grant period that can be satisfied through the permanent reallocation of the department's current and future budgets then the County Administrator may authorize the grant application. In the absence of the County Administrator, the Deputy County Administrator may authorize the application.
- iii. If there is a local government commitment to fund the program beyond the grant period that cannot be met through the permanent reallocation of the department's current and future budgets then the department must secure the recommendation of the Finance Committee and the approval of the Board of Supervisors. (See Scheduled Meetings for additional information.)

C. Requested Positions Funded Through the Grant Program

- i. If there will be no positions funded through the grant, then the County Administrator may authorize the grant application. In the absence of the County Administrator, the Deputy County Administrator may authorize the application.

- ii. If there will be temporary positions funded through the grant, then the County Administrator may authorize the grant application after a review of the position classification has been completed by Human Resources. In the absence of the County Administrator, the Deputy County Administrator may authorize the application.
 - iii. If there will be permanent positions funded through the grant then the department must secure the recommendation of the Finance Committee and the approval of the Board of Supervisors. Prior to the Finance Committee and Board of Supervisors' meetings, the department must have had Human Resources review and approve the position classification. (See Scheduled Meetings for additional information.)
4. If the County Administrator will be the authorizing agent and the department has elected to complete the application without the assistance of the Grants Writer, an internal review will be completed. A minimum of five business days prior to the application deadline date, the department will need to provide the Grants Writer with the proposed application and the following documentation:
 - The completed Grant Application Approval Form,
 - A complete copy of the application including the application summary page, budget information, budget narrative, program narrative, certification pages, and any other required forms, and
 - A copy of the Request for Proposal (RFP), program guidelines, and/or application instructions.

If after review the Grants Writer determines that the application is not ready for submission, he/she will immediately contact the department and provide recommendations to enhance the application.

If the Grants Writer deems the application ready for submission to the granting agency, he/she will sign off on the Grant Application Approval Form and forward to the County Administrator's Office within 48 hours of receipt. The County Administrator will not authorize a grant application without either the Grants Writers' or Finance Director's approval signature.

The County Administrator's Office will notify the Grants Writer when the application documents have been reviewed and signed. The Grants Writer will collect the grant application and forward the original documents to the department.

5. Unless prior arrangements have been made, it is the department's responsibility to submit the grant application to the granting agency.

ACCEPTING A GRANT AWARD

OVERVIEW OF GRANT AWARD REQUIREMENTS

Prior to the acceptance of the grant award, the Grant Program Manager and the Grants Writer will meet to discuss the grant requirements and administration of the award. The purpose of this meeting will be to ensure that the department is aware of and can still fulfill the obligations of administering the project and grant award.

ACCEPTING A GRANT AWARD IN COORDINATION WITH ANNUAL BUDGET

Whenever possible, grants should be approved through the formal budget process. If the grant is incorporated into the Adopted Spotsylvania County Budget and appropriated, including local match, then no additional approval will be required to apply for the grant or to accept the grant award.

ACCEPTING A GRANT AWARD OUTSIDE THE BUDGET PROCESS

All grant awards will require the approval of the County Attorney's Office, the Finance Committee and the Board of Supervisors prior to being accepted.

1. Upon notification of a grant award, the department shall forward a copy of all award documentation to include the award letter, contract, special conditions, certifications and assurances to the County Attorney for review. The department shall indicate in writing to the County Attorney's Office any time limitations or deadlines taking into consideration the meeting dates of the Finance Committee and Board of Supervisors. (See Scheduled Meetings for additional information.) A copy of all material submitted to the County Attorney's Office must also be forwarded to the Grants Writer.
2. Once the County Attorney's Office has reviewed and approved the award documentation, the department shall notify the Grants Writer and forward a completed Grant Award Acceptance Form, an Executive Summary, Budget Adjustment Request, and Resolution.
3. The department will be responsible for attending and presenting the award information at the Finance Committee meeting.
4. Upon recommendation of the Finance Committee, the department will be responsible for submitting the agenda items for inclusion in the Board of Supervisors' packet. A representative of the department will be responsible for attending and presenting the award information at the Board of Supervisors' meeting.
5. If the Board of Supervisors accepts the award, the department is responsible for obtaining all necessary signatures. A copy of all signed documents must be forwarded to the Grants Writer in order to update the grant database.
6. The department is responsible for submitting all original, signed documents to the granting agency.

GRANT ADMINISTRATION

ADMINISTRATION OF FEDERAL GRANTS

For federal grants, the Grant Program Manager must ensure compliance with the Federal Office of Budget and Management (OMB) general requirements. The general requirements are the OMB established regulations that each federal grantee must follow to be in compliance with the grant. The most commonly utilized circulars for local governments include:

1. OMB Circular A-87: “Cost Principles for State, Local, and Indian Tribal Governments”
2. OMB Circular A-102: “Grants and Cooperative Agreements with State and Local Governments”
3. OMB Circular A-133: “Audits of States, Local Governments, and Non-Profit Organizations”

These circulars are available on-line at <http://www.whitehouse.gov/omb/circulars>

PROCUREMENT

The county’s purchasing procedure must be followed for all procurement items that will be paid for via the grant proceeds. Procurement practices include the selection of contractors and vendors. If the grant guidelines require the department to follow a different procedure, the department must resolve the situation with the Purchasing Department before submitting the application. The Grants Writer will not approve applications that show evidence of non-compliance with this requirement.

It will be the department’s responsibility to ensure that all recipients of federal sub-awards complete the necessary certifications and assurances as required by the award documentation.

PUBLIC ACKNOWLEDGEMENT

It is the department’s responsibility to notify the Public Information Officer of any grant awards. The Public Information Officer will determine if a press release should be issued. If a press release will be issued, it is imperative that the granting agency receives notification and a copy of the impending press release prior to media release.

It is highly recommended that representatives from the granting agency be invited to participate in any high-profile event that is related to the grant. If representatives are unable to attend consider taking digital photos. Any photos, newspaper articles, advertisement, etc. should be submitted with the programmatic reports to the granting agency.

PROGRAMMATIC RESPONSIBILITIES

The Grant Program Manager must complete and submit all required programmatic reports to the granting agency. Items to include in the programmatic report are:

1. Any progress or obstacles in meeting the grant objectives,
2. Any information related to meetings, commission meetings or Board of Supervisors' discussion about the grant program,
3. Any photos, newspaper articles, advertisements, or Request for Proposals (RFP) related to the grant.

Copies of all programmatic reports must be forwarded to the Grants Writer in order to update the database.

If any major obstacles are encountered that may jeopardize the project, it is the Grant Program Manager's responsibility to immediately notify the Grants Writer. The Grant Program Manager will also be responsible for notifying the granting agency. If a change in the scope of work is required, the Grant Program Manager must secure written confirmation from the granting agency prior to expending any further grant funds.

If the granting agency does not require a programmatic report and the grant award is over \$10,000, the Grant Program Manager shall complete the Spotsylvania County Programmatic Grant Report (see Appendix) on an annual basis effective from the grant award date. The report must be submitted to the Grants Writer.

FINANCIAL RESPONSIBILITIES

The Budget Office will assign a project code to account for all expenditures related to the grant program. It is the Grant Program Manager's responsibility to ensure that all purchase orders, credit card reconciliations, and invoices include the project code.

The Grant Program Manager must monitor grant activity on a monthly basis. This includes, but is not limited to, reviewing actual revenues and expenditures to ensure proper posting of activity to the grant and reviewing line item expenditures to determine if a budget change will be required. In-kind contributions must be documented in the same manner as grant-funded activities. If a budget change will be required, it will be the Grant Program Manager's responsibility to secure written confirmation from the granting agency prior to submitting any budget amendments to the Budget Office. The Grants Writer must be notified in order to maintain the county's grant database.

The Grant Program Manager must complete and submit all required financial reports to the granting agency. If personnel are funded through the grant award, it will be the Grants Writer's responsibility to provide the personnel portion to the Grant Program Manager for inclusion in the financial report. It will be the Grant Program Manager's responsibility to notify the Grants Writer and Human Resources of any grant-funded personnel changes.

If the Finance Director is required to sign off on the financial report, the department must submit the financial report and supporting documentation five business days prior to the financial report deadline. In any event, a copy of the completed financial report must be submitted to the Grants Writer in order to maintain the county's grant database. If the granting agency does not require a financial report and the grant award is over \$10,000, the Grant Program Manager shall complete the Spotsylvania County Financial Grant Report (see Appendix) on an annual basis effective from the grant award date. The report must be submitted to the Grants Writer.

At the end of the county's fiscal year, it will be the department's responsibility to notify the Budget Office if any grant funds will need to be carried over

Should a granting agency notify a department of the potential for a reduction or elimination of previously approved grant funding, the Grant Program Manager must immediately notify the Grants Writer and Budget Office. These situations will be handled on a case-by-case basis.

RECEIPT OF GRANT FUNDS

Grant funds are typically received in one of two ways, either up-front or on a reimbursement basis. If grants will be received up-front, the department is responsible for notifying the Treasurer's Office and the Grants Writer. The department must provide the dollar amount, revenue account, and anticipated arrival date of funds, if funds will be received via electronic transfer. If funds will be received via check, the department must ensure that the check is made payable to the "Spotsylvania County Treasurer's Office" and immediately forward the check to the Treasurer's Office for processing.

Timely requests for reimbursement are critical in order to maximize the financial benefits of grants to the county. The guidelines established by the granting agency will determine how frequently the reimbursement requests will be submitted. In the absence of any guidelines, reimbursement requests will be made on a quarterly basis. Determination of who will be responsible for requesting the reimbursement of funds will be made at the grant overview meeting between the Grant Program Manager and the Grants Writer. As listed above, the Treasurer's Office must receive notification of the dollar amount, revenue account, and anticipated arrival date of funds.

GRANT CLOSE OUT PROCEDURES

The department is responsible for notifying the Finance Department to close out all purchase orders related to the grant at the end date of the award period. The Grant Program Manager must determine, and notify the Grants Writer, whether any excess revenues remain after the completion of the grant-funded project. A determination will be made whether the excess revenue can be carried forward or if funds will be returned to the granting agency.

The Grant Program Manager must submit all required documentation within the specified timeframe as dictated by the granting agency to close out the grant award.

GRANT RETENTION REQUIREMENTS

Upon written notification from the granting agency that the grant has been closed out, the entire department grant file must be forwarded to the Grants Writer. The Grants Writer will update the grant database and retain the grant documentation in accordance with the applicable federal, state, and granting agency requirements. After the retention period has expired, the grant documentation will be destroyed.

APPENDIX

DEFINITIONS

ABSTRACT – A summary of the proposal. In the absence of any guidance from the granting agency, the abstract should be between 200-300 words.

ADMINISTRATIVE ENTITY - The organization that receives and administers a grant. This is also known as a grantee.

ALLOWABLE COSTS – A cost that the funding agency will reimburse under the terms of the grant or contract being awarded. For Federal grants, allowable costs are defined under the Office of Management and Budget Circular A-87, “Cost Principles”.

APPLIED RESEARCH – Research intended to solve practical problems.

AWARD LETTER – Written notification sent by the funding agency that announces the project has been funded, the start and termination dates for the funding period, and the amount of the award. Receipt of an award letter by a County department will require County Attorney, Finance Committee and Board of Supervisor approval to accept the award.

BASIC RESEARCH – Fundamental research that expands knowledge of a given field.

BUDGET JUSTIFICATION – The financial narrative that explains cost calculations.

CAPITAL SUPPORT – Funds that will be used for construction, buildings, land, equipment, and endowments.

C.F.D.A. – The Catalog of Federal Domestic Assistance (CFDA) identifies all of the federal government’s assistance programs.

CHALLENGE GRANTS – Grants made on the condition that the grantee will raise additional funds from other sources. These types of grants encourage giving from other donors.

COMMUNITY FOUNDATIONS – Foundations focused in a local or regional area that accumulate assets through a variety of donors.

CONCEPT PAPER – A one to four page summary of the main features of an idea or proposal that is submitted prior to a formal grant application. Also known as a pre-proposal.

CORPORATE FOUNDATION – A private foundation that is funded through contributions from a for-profit organization.

DEMONSTRATION GRANTS – The purpose of these grants are to fund projects that demonstrate the validity of a particular method in addressing a problem.

DISCRETIONARY GRANT – A grant that is awarded upon the recommendation of a board or staff member.

DUNS NUMBER - Spotsylvania County Government’s Duns and Bradstreet number is 08-106-2945.

ENDOWMENT – Funds that exist in perpetuity that generate income for current needs.

EXECUTIVE SUMMARY – A summary of a proposal’s main points. The executive summary should not exceed one page.

FEDERAL TAX IDENTIFICATION NUMBER - Spotsylvania County Government’s federal tax identification number is 54-6001622.

GRANTING AGENCY – The organization that has awarded grant funds to another organization to conduct a project as outlined in the grant application.

GRANT PROGRAM MANAGER – The person responsible and accountable for the grant-funded program.

INDIRECT COST – A portion of the grant award provided to the county to defray costs associated with overhead and grant administration. The amount of indirect cost awarded is usually determined by the “indirect-cost rate,” a prearranged, negotiated percentage of the direct cost award. At this time, the county does not have a negotiated indirect cost rate.

IN-KIND CONTRIBUTIONS – A contribution other than cash. In-kind contributions can consist of staff time, office space, equipment use, and supplies. If in-kind contributions are utilized as a match source, these contributions must be verifiable.

LETTER OF INQUIRY – A preliminary letter to a granting agency that provides highlights of the proposed project and requests permission to submit a full proposal.

LETTER OF INTENT – A letter required by the granting agency prior to the application deadline indicating the applicant’s intent to apply for the award. The primary purpose of this letter is to enable the granting agency to determine the volume of applications and determine the number of evaluators that will be required.

OPERATING GRANT – A grant that pays for the day-to-day operating expenses of an organization.

PRE-PROPOSAL – A one to four page summary of the main features of an idea or proposal that is submitted prior to a formal grant application. Also known as a concept paper.

PILOT PROJECTS – Projects that enable the testing of a possible solution to an identified need on a manageable scale.

PRIVATE FOUNDATION – A foundation that is funded through private means.

PROPOSAL GUIDELINES – A detailed description of the granting agency’s requirements to submit a grant application.

SEED GRANT – A grant used to begin a new project.

SUB-AWARD – The process whereby some of the work to be conducted for the grant funded project is performed by another organization that did not receive the grant award. The hiring of a consultant to deliver services for a grant-funded project would be considered a sub-award.

SCHEDULED MEETINGS

FINANCE COMMITTEE MEETINGS

The Finance Committee typically meets on the third Thursday of the month at 9:00am in the Information Services Conference Room at the Marshall Center. Prior to submitting the items to the Finance Committee members, the items must be reviewed and recommended by the Finance Department and County Administrator. In order to allow sufficient time for this review to occur, all documentation must be forwarded to the Finance Department a minimum of eight working days preceding the scheduled Finance Committee meeting. Listed below are the remaining deadlines and scheduled dates for fiscal year 2007. Please check with the Finance Department to confirm the dates and times.

Document Deadline	Finance Committee Meeting
Monday, July 10, 2006	Thursday, July 20, 2006
Thursday, August 3, 2006	Thursday, August 17, 2006
Friday, October 6, 2006	Thursday, October 19, 2006
Monday, November 13, 2006	Date of Meeting to be determined
Monday, December 11, 2006	Thursday, December 21, 2006
Monday, January 8, 2007	Thursday, January 18, 2007
Monday, February 12, 2007	Thursday, February 22, 2007
Monday, March 12, 2007	Thursday, March 22, 2007
Monday, April 9, 2007	Thursday, April 19, 2007
Monday, May 7, 2007	Thursday, May 17, 2007
Monday, June 11, 2007	Thursday, June 21, 2007

The following documentation is required for submitting a grant application: Executive Summary, Grant Application Approval Form and, if required by the granting agency, a Resolution. To request acceptance of a grant award the following documentation is required: Executive Summary, Budget Adjustment, Appropriations, and a copy of the Grant Award.

SPOTSYLVANIA COUNTY BOARD OF SUPERVISORS MEETING

The Spotsylvania County Board of Supervisors typically meets on the second and fourth Tuesday of the month. If at all possible, all grant-related items should be presented at the meeting that is held on the second Tuesday of the month. In order to allow County Administration sufficient time to prepare the Board Packets, all documentation must be submitted through Metaviewer Online a minimum of eight working days

preceding the scheduled Board of Supervisors meeting. Please check with County Administration to confirm the applicable dates and times.

GRANT APPLICATION APPROVAL FORM (PAGE 1 OF 2)

Granting Agency:

Grant Program Title:

Brief description of proposed project:

Brief description of how the proposed project fits into the context of the department's management plan:

Preliminary Budget Estimate for Proposed Project:
Personnel:
Fringe Benefits:
Travel:
Equipment:
Supplies:
Sub-Award:
Other:
Total:

Proposed Funding Sources:
Grant Request:
Local Cash Match:
In-Kind Contributions:
Other:
Total:
Local cash match available in existing department appropriations?
 Yes, account number
 No

Will any personnel be funded through this grant? Yes No

If yes, please complete the following:

Number of full-time positions Permanent Temporary
Number of part-time positions Hrs per week Permanent Temporary
Preliminary Job Classification:
Job Description Attached: Yes No

GRANT APPLICATION APPROVAL FORM (PAGE 2 OF 2)

Is there a local government requirement to fund the program beyond the grant period?

Yes No

If yes, please provide details:

Please provide any additional information that is relevant to this request:

Letter of Intent Due By:

Application Due By:

Project Manager:

Title:

E-mail:

Phone:

Fax:

Department Director/Constitutional Officer:

E-mail:

Phone:

Fax:

Should this grant opportunity be pursued based on the preliminary budget? Attach proof of recommendation/denial. If denied, please provide justification.

- Yes No Grants Writer Fax E-Mail or Signature _____
- Yes No Department Director/Constitutional Officer Fax E-Mail or Signature _____
- Yes No Deputy County Administrator Fax E-Mail or Signature _____
- Yes No If required, Information Services Fax E-Mail or Signature _____
- Yes No If required, Human Resources Fax E-Mail or Signature _____

Should this grant opportunity be pursued based on the final budget? Attach proof of recommendation/denial. If denied, please provide justification.

- Yes No County Administrator Fax E-Mail or Signature _____
- Yes No If required, Finance Committee Meeting E-Mail Date _____
- Yes No If required, Board Of Supervisors Meeting E-Mail Date _____

GRANT AWARD ACCEPTANCE FORM (PAGE 1 OF 2)

Granting Agency:

Grant Program Title:

Brief description of funded project:

Brief description of any changes to the project from initial submission of the grant application:

Project Budget

Personnel:
Fringe Benefits:
Travel:
Equipment:
Supplies:
Sub-Award:
Other:

Total:

Funding Sources:

Grant Award Amount:
Local Cash Match:
In-Kind Contributions:
Other:

Total:

Local cash match available in existing department appropriations?

Yes, account number

No

Will any personnel be funded through this grant? Yes No

If yes, please complete the following:

Number of full-time positions Permanent Temporary

Number of part-time positions Hrs per week Permanent Temporary

Job Classification:

Job Description Attached: Yes No

GRANT AWARD ACCEPTANCE FORM (PAGE 2 OF 2)

Is there a local government requirement to fund the program beyond the grant period?

Yes No

If yes, please provide details:

Please provide any additional information that is relevant to this request:

Award Documentation Due Back to the Granting Agency By:

Project Manager:

Title:

E-mail:

Phone:

Fax:

Department Director/Constitutional Officer:

E-mail:

Phone:

Fax:

Should this grant award be accepted? Attach proof of recommendation/denial. If denied, please provide justification.

- Yes No Grants Writer Fax E-Mail or Signature _____
- Yes No Department Director/Constitutional Officer Fax E-Mail or Signature _____
- Yes No If required, Information Services Fax E-Mail or Signature _____
- Yes No If required, Human Resources Fax E-Mail or Signature _____
- Yes No County Attorney Fax E-Mail or Signature _____
- Yes No County Administrator Fax E-Mail or Signature _____
- Yes No Finance Committee Meeting E-Mail Date _____
- Yes No Board Of Supervisors Meeting Date _____

GRANT STEWARDSHIP FORM (PAGE 1 OF 1)

Granting Agency:

Grant Program Title:

Award Number:

Project Code:

Grant Award Period:

Will Carry Over Be Required: Yes No

Public Information Officer Notified On:

Meeting With Grants Writer On:
Attendees Included:

Granting Agency Program Manager:
Title:
Address:
Address:
City: State: Zip Code:
Telephone: Fax:
E-Mail:

Programmatic Grant Reports
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:

Financial Grant Reports
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:
Due On: Submitted On:

Grant Budget:
Personnel:
Fringe Benefits:
Travel:
Equipment:
Supplies:
Sub-Award:
Other:
Total:

Adjusted Grant Budget:
Personnel:
Fringe Benefits:
Travel:
Equipment:
Supplies:
Sub-Award:
Other:
Total:

Grant Close Out:

Record Retention Date:

Record Retention Requirement:

SPOTSYLVANIA COUNTY FINANCIAL REPORT FOR GRANTS THAT DO NOT REQUIRE A
FINANCIAL REPORT FROM THE GRANTING AGENCY

Granting Agency:

Grant Program Title:

Award Number:

Project Code:

Grant Award Period:

Original Grant Award Budget:

Personnel:
Fringe Benefits:
Travel:
Equipment:
Supplies:
Sub-Award:
Other:

Total:

Grant Award Expenditures As Of:

Personnel:
Fringe Benefits:
Travel:
Equipment:
Supplies:
Sub-Award:
Other:

Total:

Grant Funds Remaining As Of:

Personnel:
Fringe Benefits:
Travel:
Equipment:
Supplies:
Sub-Award:
Other:

Total:

Grant Funds Received:

Amount:	Date Received:
Amount:	Date Received:
Amount:	Date Received:
Amount:	Date Received:
Amount:	Date Received:
Amount:	Date Received:
Total:	

Any additional comments relevant to this report:

Project Manager:

Title:

E-mail:

Phone:

Fax:

Signature: _____

Date: _____

**SPOTSYLVANIA COUNTY PROGRAMMATIC REPORT FOR GRANTS THAT DO NOT
REQUIRE A PROGRAMMATIC REPORT FROM THE GRANTING AGENCY**

Granting Agency:

Grant Program Title:

Award Number:

Project Code:

Grant Award Period:

List any progress in meeting the grant objectives:

List any obstacles in meeting the grant objectives:

List any information related to meetings, commission meeting, or Board of Supervisors' discussion about the grant program:

Any additional comments relevant to this report:

Please attach any copies of photos, newspaper articles, advertisements or Request for Proposals that have been issued related to this grant.

Project Manager:

Title:

E-mail:

Phone:

Fax:

Signature: _____

Date: _____

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