

# Town of Buckfield Grant Management Policy

## Policy Statement

This policy is established to ensure transparency, coordination, effective management, and oversight of grant applications submitted on behalf of the Town of Buckfield. This policy applies to all Town of Buckfield employees, volunteers, and representatives involved in the process of applying for grants, and all grant applications must adhere to the notification and approval process outlined in this policy. Ultimately, a grant's scope is determined by the policy goals of the grantor, and the grantee is obligated to provide deliverables based on the terms and conditions of the grant. Grants differ based on the funding source, scope of work, requirements, and timelines.

## Compliance:

Failure to comply with this policy may result in the denial of the grant application or other appropriate actions as determined by the Town Manager and the Buckfield Select Board.

## Pre-Application Evaluation

Individuals and Staff are required to fill out a Grant Application Form, which is available at the Town Office upon request. All grant applications will be submitted to the Town Manager, and may possibly go before the Select Board, **before submission to the grantor** in order to assess its alignment with the Town's goals, policies, and strategic priorities. Therefore, this evaluation must include analysis of all possible subsequent long-term expenditures (e.g. labor costs, additional long or short-term staff, maintenance,). All grant opportunities will be evaluated based on town priorities, required resources (e.g. such as a funding match grant or other financial considerations), indirect costs (e.g. administration of the grant), and the overall impact of the grant on the community.

The budget cycle must be taken into consideration when applying for grants as each department/committee has limited financial capacity. All grant proposals should be submitted to the Town Manager no later than the end of the annual proposed budget process.

## **Grant Cycle**

### **A. Approval of Grant Submission**

Per the Town of Buckfield Purchasing Policies, any grant application with the town's share being \$4,999.99 or under may be approved by the Town Manager. All grant applications that award or require funds over \$5,000 must be approved by the Town Manager and Select Board. The individual seeking approval shall be responsible for presenting the grant proposal to the Select Board, providing additional context, addressing any questions, and discussing the potential benefits and implications of the grant. The Town Treasurer will provide any pertinent information that is required to be submitted with the proposal. The Select Board will review the proposal during a public meeting and make a decision on whether to grant approval. If approved, the applicant may proceed with the application process. The Town Manager/Treasurer must be notified upon submission of the grant application.

In emergency situations where immediate action is required, the Select Board will be notified and an emergency Select Board meeting will be called.

### **B. Grant Award and Execution**

Grant award is the notification that is provided to the applicant upon the acceptance of the grant application. The grant award notification must be in writing, and the individual or staff member who applied is responsible for submitting all grant documentation to the Town Manager within fourteen (14) business days. The Town Manager/Treasurer will create the necessary accounting identification numbers to fully track all related grant activity. Required Documents include:

- Grant Award Letter/ Agreement
- Approved Select Board Minutes and/or Resolutions
- Completed grant information form
- Appropriated Grant Funds

It is the grantee's responsibility to deliver agreed upon deliverables, generate status reports, exercise careful examination of costs being incurred, and file for reimbursement from grantor in a timely fashion. The majority of grants are on a reimbursement basis. Therefore, the town covers the expenditures from the Appropriated Budget or Reserve

Funds before the grant funds are reimbursed, which may limit the department's ability to fund other services and/or events. It is crucial that the reimbursement requests are submitted to the grantor in a timely manner to alleviate undue burden from town finances.

### **C. Grant Close-Out**

The grantee is responsible for following the specified close-out procedure required by the grantor. The grantee will maintain a comprehensive project file for the record and send all documents to the Town Manager/Treasurer for record keeping. For audit purposes, all project files including financial records are required to be maintained by the town, per state law, and/or for the retention limit the grantor has provided which may exceed state requirements.

### **D. Review and Revision:**

This policy will be subject to periodic review to ensure its effectiveness and relevance. Any necessary revisions will be proposed and discussed during Select Board meetings for amendments and approval.

## Town of Buckfield Grant Application Form

Project Title: _____  Department: _____  Scope of Work: _____	Applicant Name: _____  Town Project Code # _____  Town Match Amount (if applicable): \$ _____  Award Amount: \$ _____
<b>Grantor Agency Information</b>	
Agency Type (Circle One)  Federal    /    State  County    /    Local  NGO    /    Private Nonprofit Private  Philanthropy  Other (Specify Below)	Agency: _____  Agency Program: _____  CFDA (Fed.) # _____  Agency Grant #: _____
<b>Grant Period</b>	
Award Date: _____  Start Date: _____  End Date: _____	Reporting Frequency (Circle One):  Monthly / Quarterly / Yearly  Final Report Date: _____

<b>Agency Contact</b>	<b>Town Contact</b>
Name: _____	Name: _____
Title: _____	Department: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

**Grant Budget**  
(to be filled during application review)

**Account Name:**  
\_\_\_\_\_

**Department:**  
\_\_\_\_\_

**Proposed Budget Appropriation:**     \$ \_\_\_\_\_

**Revenue Sources (Circle all that apply):**  
    Appropriated     /     Reserve Funds     /     Local Revenue

**Anticipated Total Expenditures:**  
\$ \_\_\_\_\_

**Fixed Asset (if applicable, select one):**  
Y \_\_\_\_\_ N \_\_\_\_\_

**Matching Fund Split:**  
\_\_\_\_\_ % / \_\_\_\_\_ %

**Description of Fixed Asset:**

**Net Balance Amount:**  
\$ \_\_\_\_\_

Signature of Applicant:

Signature of Town Manager:

Date:

Select Board Signatures Required? Y \_\_\_\_\_ N \_\_\_\_\_

**We the undersigned Select Board of the Town of Buckfield do hereby establish the Town of Buckfield Grant Management Policy. This policy is effective and was approved by the Board of Selectmen at a duly called meeting on *February 6, 2024.***



Robert Hand, Select Board Chair



Sandra Fickett, Vice Chair



Azalea Cormier, Member of the Select Board



Heather Henley, Member of the Select Board



Peter Fickett, Member of the Select Board