

Town of Thetford Policy on Grant Applications and Administration

From time to time, state, federal, charitable and other bodies may make available grants of money, services and/or materials to specific projects geared to the public good. This policy delineates the proper manner in which the Town of Thetford will apply for these funds and how they will be administered.

While this policy sets out certain responsibilities for department heads, the selectboard and the treasurer, it is not intended to be interpreted as exercising authority over elected officials beyond that implicitly granted to the selectboard by statute and precedent. All of the measures and requirements under this policy shall be construed independently and shall remain in force if one or more are rendered unenforceable.

GENERAL POLICY

It is the policy of the Town of Thetford to encourage town officials and department heads to keep track of grant opportunities and to seize initiative in applying for grants; to prepare departments to be more eligible for grants; and to operate departments in a manner to best be able to employ grant funds.

The selectboard will maintain a liaison position dedicated to keeping track of grant applications, ensuring their proper recording, execution and accounting.
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APPLICATIONS

All grants sought by town departments, committees, commissions, officials or service providers acting on the town's behalf must be approved by the selectboard prior to submission. There may from time to time arise exigent circumstances in which a grant application may need to be submitted prior to a previously scheduled or regularly held selectboard meeting. In those cases, a selectboard member may authorize the application on a temporary basis, pending discussion at the next selectboard meeting.

Many grants require the town to provide a matching amount of a specific percentage of the project cost. These amounts must either be set aside within an existing budget line item with the knowledge and consent of the selectboard, or specifically appropriated via a legal process, such as through a warned item duly approved at a town meeting. In some cases, matching funds may be covered via work done on the project by townspeople and or town employees. These matching services must be tracked, recorded and reported to the Grant Liaison and Town Treasurer by the Grant Manager within four weeks of the completion of the work, or by the end of the fiscal year, whichever comes first.

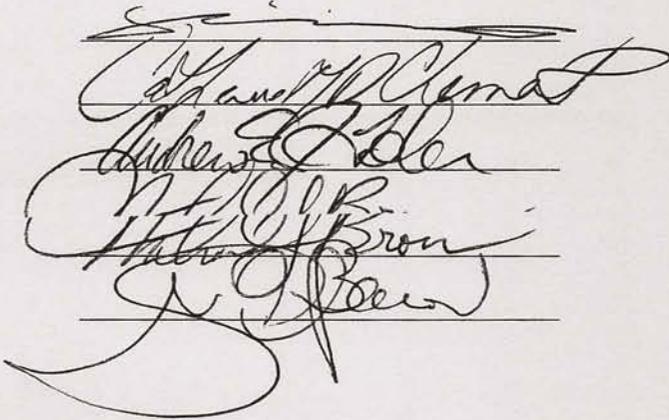
Any requirement for matching funds, services or obligations must be brought to the selectboard's attention prior to its consideration for approval of the application.

The selectboard, upon approving the grant, will do the following or delegate these responsibilities:

- Define a specific budget line item from which any matching funds must come
- Ensure that the Treasurer is informed of the potential grant
- To the degree possible, indicate on the grant application that the town would like disbursed funds to include a description of the specific project so as to prevent confusion among grant payments
- Designate a specific person responsible for ensuring the project is completed according to the grant's requirements and time limitations

It is recommended that the selectboard liaison communicate with all department heads at an early date to help determine grant opportunities as well as to help estimate potential future revenues relevant to the town budgeting process.

Adopted this Day April 13, 2009



The image shows four handwritten signatures in black ink, each written over a horizontal line. The signatures are cursive and appear to be: 1. A signature starting with 'C' and ending with 't'. 2. A signature starting with 'A' and ending with 'er'. 3. A signature starting with 'H' and ending with 'on'. 4. A signature starting with 'J' and ending with 'er'.