

Village of Medina
Grant Policy

ADOPTED May 23, 2011

POLICY NUMBER 2-2011

1. All Grant Applications are subject to review and approval by the Village Board, as provided in this policy.
2. If a department head would like to apply for a grant, the department head must complete the attached Grants Fact Sheet as soon as practicable and deliver to the Mayor for consideration by the Village Board. A resolution will then be placed on the agenda authorizing the department head to complete the grant application as presented in the fact sheet.
3. Once the grant application is completed, the final application shall be delivered to the Mayor prior to the filing of the application with the office or agency funding the grant. At that time, the department head shall also prepare and deliver an updated Grants Fact Sheet to reflect any proposed changes to the original scope of the grant approved by the board, with a written explanation for any such modifications.
4. A resolution will then be placed on the agenda authorizing the department head to file the grant application as presented to the Village Board.
5. No department head shall file a grant application with any grant source without having completed this procedure and without having obtained the necessary approvals from the Village Board.
6. The name of the applicant for any and all grants shall be listed in all grant applications as the "Village of Medina," and not an individual department of the Village of Medina. The Mayor or another duly authorized representative of the board shall be named in the application as a contact person for the grant.
7. Any agreement for the acceptance of grant monies must be approved by resolution by the Village Board.

USE AND RECEIPT OF GRANT FUNDS

1. The purpose of this section is to ensure that grant funds are properly used and received by the Village of Medina. Violations can result in a range of penalties, including suspension of future funds from the grantor, return of funds associated with the award, including those already expended, and civil and/or criminal penalties.
2. All Villages receiving grant funds must comply with all applicable Village policies and state and federal laws and regulations. Grant funds will not be disbursed until the Village receives a fully executed grant agreement and the Village Board has approved the award, if appropriate. Pre-award expenditures are often allowed during emergencies and other circumstances. Grant coordinators and Village Board of Trustees should be knowledgeable about pre-award allowances.
3. Grant funds awarded to the Village shall not be used to supplant an existing expense so that current funds can be diverted to another use, unless such use of grant funds is explicitly identified as allowable in writing by the granting entity in the grant award.
4. All procurement activity associated with grant-funded projects shall follow the procedures outlined in the Village of Medina Procurement Policy and shall adhere to grant requirements.
5. Cost share or matching funds will be accounted for in the budget and coded accordingly

Village of Medina
Grant Fact Sheet

Village Department _____

Official Submitting Request: _____

Identification of Grant Source

Agency: _____

Address: _____

Agency Contact: _____

Phone: _____

E-mail Address: _____

Grant Deadline: _____

Identification of Project to be funded by Grant

Project Budget as of (time of original approval)

Project	Total Cost	Grant Funds	Local Match

Department Head Signature _____ Date _____

Mayor/Board Approval _____ Date _____

Project Budget as of (as presented in final application)

Project	Total Cost	Grant Funds	Local Match

Department Head Signature _____ Date _____

Mayor/Board Approval _____ Date _____