



CITY OF SHAVANO PARK
900 Saddletree Court
Shavano Park, TX 78231

CITY POLICY NO. 3

SUBJECT: Grant Policy

June 22, 2015

1. References.

- a. Grants.gov
- b. Texas Local Government Code Chapter 102

2. Purpose. The purpose of this policy is to define the City's Grant review, application and budgeting process.

3. Staff Point-of-Contact. The point of contact for this policy is the Finance Director, at 210.493.3478 x202 or finance1@shavanopark.org.

4. Definitions.

- a. Grants. A financial award given by the federal, state or local government to an eligible grantee. Government grants are not expected to be repaid by the recipient.
- b. Matched Funding. The portion of a grant's costs covered by City finances. A grant that does not require any City finances is considered non-matched funding.

5. Grants, General.

- a. The City will seek, apply for, and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. Grants are encouraged as a means to defray City costs.
- b. All solicitation of grant funding must have prior approval of the City Manager before City staff can apply.

6. Matched Funding.

- a. Matched funding grants require City Council approval before staff can apply for the grant.
- b. Annually via the budget process, departments will submit for Council approval those grants that require matched funding from the City. If approved, the matching funds will be accounted for in the annual budget.
- c. Grants that require matched funding require City Council approval by budget amendment.

7. Non-Matched Funding.

a. If a grant does not require any matched funding from the City, the City Manager has authority to approve the grant and inform City Council.

b. If a grant is for a project or capital item over \$5,000.00 then, regardless of matching requirements, it requires approval by City Council before staff can apply for the grant.

c. If two or more grants are combined together to pay for a single project, capital item, or budget line then the grants require approval by City Council before staff can apply for the grant.

8. Grant Review Process.

a. All potential grants will be examined for any matching requirements and the source of those requirements identified.

b. Prior to submission, all grant applications must be reviewed by the Finance Department to ensure accuracy of cost estimates and identify any inconsistencies. Grant funding will be reviewed to clearly identify funding sources, outcomes and other relevant information for final approval by the City Manager.

c. Directors will request, in writing, approval of a grant application from the City Manager and include the following information:

- Grant description (grant issuing entity, grant funding amount, grant timeline and other relevant information)
- Purpose of the Grant.
- The dollar figure and proposed budget line item number for grant required matching funds (if any).
- Benefit to the City.
- Any future maintenance costs associated with the Grant after its completion.

9. Reporting.

a. The submission of grant accounting and fiscal reports will be the responsibility of the awarded department.

b. The Finance Department will assist the awarded Department as requested.

c. Copies of all grant accounting and fiscal reports will be submitted to the Finance Department.

d. Additional financial documentation may be requested by the Finance Department as necessary to ensure full compliance with the Single Audit Act and all relevant grant requirements.