




Grant Procedures




The Board of County Commissioners (BCC) is the only legal entity authorized to enter into a contract, therefore, the BCC must approve all grants (typically as a consent agenda item).




Approval of application from the Board of County Commissioners must be secured by the Core Service before the application is submitted to the granting agency. This can be accomplished two ways:

- 
- a. The grant revenue and expenditures are included as line items in the approved budget
 - b. Have the Board of County Commissioners (BCC) approve the item during a board meeting, typically as a consent agenda item.

No funds may be expended for grant purposes until the agreement and has been signed and executed by both parties, unless specified within the award agreement.



Upon notification of award, the core service should contact the Office of Financial Planning's grants team for assistance with the budgeting of the award and completion of the grant checklist.



The grant agreement / contract, along with the granting agency general policies will establish the requirements for requesting reimbursement and the requirements for monitoring and reporting. Responsibility for these reports relies with the core service program manager.