

Grant Procedures

All Franklin County departments, employees or volunteers wishing to apply for grant(s) on behalf of Franklin County Government must use the Finance Policies & Procedures as mandated by the Franklin County Commission including budgeting, purchasing & personnel guidelines. It is required that a pre-application form for all grants be filed with the finance director for notification to the finance committee. This form must be signed by the approving official (County Mayor, Director of Schools or Highway Superintendent) before a grant can be applied for. If indirect cost is available it is required by the finance committee to be applied for. The only representatives for Franklin County that are authorized to sign grant applications on behalf of Franklin County Government are the County Mayor, Director of Schools or the Highway Superintendent.

The pre-application form shall include the following information: Purpose and beneficiary of the grant, program title, beginning and ending period of grant, funding requirements with percentage of match if applicable, funding advance or reimbursement requirements, responsible party for managing and expending grant funds, responsible party for reporting expenditures and claims of revenue, program stipulations and requirements in regards to continuation and cooperative agreements, personnel and contracted employment information, equipment ownership, inventory & insurance information.

Amendment request must be preapproved by the finance director and approving official as noted above & then submitted to the funding agency. Copies of all grants, amendments & claims must be kept on file with the finance office for audit purposes. The finance office shall be responsible for preparing all budget documents concerning grants for finance committee & county commission.

Franklin County Government Grant Pre-Application Notification Form

Department or Organization Applying for Grant:

Grant/Program Title:

Grant Beginning Period:

Grant Ending Period:

Grant Amount:

Funding Agency (i.e. State, Federal, Private):

Funding Agency Contact Information

Name

Address

Phone

Fax

Email

Funding Percentage or Match (i.e.100% or 75%/25%):

Funding Type (Revenue Advanced or Reimbursed):

Ongoing Funding Requirements(Yes/No & Length Required):

Indirect Cost Availability (Yes/No):

Grant Beneficiary:

Purpose of Grant:

Person/Dept Responsible for Grant Program Management:

Person/Dept Responsible for Reporting Expenditures:

Person/Dept Responsible for Requesting Revenue Claims:

Grant Requirements for Continuation of Program or Cooperative Agreements:

Grant Requirements for Equipment, Ownership & Insurance:

Grant Requirements for Annual Cost of Upgrade/Maintenance, etc.:

Grant Requirements for Employment or Contracted Services:

Will this grant add Value to Franklin County's Fixed Assets? (Yes/No):

Will this grant add Expense to Franklin County's Insurance Expense? (Yes/No):

Approving Official Signature:

Date: