FANNIN COUNTY
GRANT POLICY

General Policy

Fannin County Department Heads and Elected Officials should only apply for grants that will provide a service to the citizens of Fannin County that is currently not funded or is not funded to the extent that is necessary. It is recommended that departments seek grants that are 100% funded on an annual basis. This policy is to be used by all County departments when pursuing grants. Departments are required to fully justify all grant applications and indicate the importance of the program.

The following positions are involved in the grant process:

- Authorized Official – The County Judge serves as the authorized official on all grants and signs required documents.

- Financial Officer – The County Auditor serves as the financial officer on all grants. The financial officer is responsible for establishing grant accounts in the general ledger, preparing and filing all financial reports/reimbursement requests, and preparing/presenting any amendments to the County budget.

- Project Director – The Department Head/Elected Official or a person they have designated serves as the Project Director. In addition to managing the project, the Project Director is responsible for obtaining Commissioners Court approval to apply for the grant. The Project Director has the responsibility of ensuring the completeness of the grant application, attending any required/necessary trainings or meetings, and making sure that all grant application/award deadlines are met. They are responsible for submitting all non-financial grant reports and updating Commissioners Court as requested.

- Grant Writer - In conjunction with the Project Director, the Grant Writer has the responsibility of ensuring the completeness of the grant application and making sure that all grant application/award deadlines are met.

Application and Award Procedure

Prior to submitting a grant application, the Department Head/Elected Official should obtain Commissioners Court approval. The following steps should be followed.

1. The Department Head/Elected Official should designate a Project Director and Grant Writer for the project. The Department Head/Elected Official may serve in either or both positions.

2. The Project Director should complete the Fannin County Grant Request Form, obtain the Department Head/Elected Official's approval and submit the form with a copy of the application, budget and agenda item request to the County Judge and the County Auditor.

3. Upon review by the County Judge and County Auditor, the request to apply will be presented to the Commissioners Court for approval.

4. After approval by the Commissioners Court, the Project Director or Grant Writer may submit the grant application. As the Authorized Official, the County Judge will be the authorized signatory on the grant documents.

5. The Project Director should provide copies of all final grant application documents to the Authorized Official and Financial Officer.

6. Upon grant award, the Project Director shall provide copies of any acceptance notices/forms to the Authorized Official and Financial Officer.

7. The Financial Officer will prepare a summary memo of the award approval and prepare any required amendment to the County's budget for presentation to the Commissioners Court.

DISTRIBUTION LIST:

☐ County Judge
Date: _____

☐ County Auditor
Date: _____

FANNIN COUNTY GRANT REQUEST FORM

(Attach a copy of the application and budget)

TARGET COURT DATE: _____

DEPARTMENT NAME: _____

CONTACT NAME: _____ APPLICATION DUE DATE: _____

FUNDING AGENCY AND PROGRAM TITLE: _____

AGENCY CONTACT: _____

PROJECT DIRECTOR: _____ GRANT WRITER: _____

SOURCE: ☐ FEDERAL – CFDA# _____ ☐ STATE _____

☐ RGCOG – PROGRAM: _____ ☐ OTHER: _____

☐ NEW	☐ DISCRETIONARY
☐ RENEWAL	☐ FORMULA
☐ ADJUSTMENT	☐ RENEWABLE
☐ ONE TIME/SINGLE YEAR	☐ MULTI-YEAR

AMOUNT REQUESTED: $ _____

GRANT PERIOD: START DATE: _____ END DATE: _____

IS MATCH REQUIRED: ☐ NO ☐ YES AMOUNT: $ _____

TYPE OF MATCH: ☐ CASH ☐ IN-KIND SOURCE OF MATCH: _____

REQUIREMENT TO CONTINUE PROGRAM AFTER GRANT END? ☐ NO ☐ YES, HOW LONG: _____

OTHER COSTS: (Fuel, Maintenance, Engineering, Staffing, etc.)? _____

_____

_____

DESCRIBE ANY SPECIAL PROGRAM REQUIREMENTS OR EXPECTATIONS: _____

_____

_____

PROVIDE A BRIEF DESCRIPTION OF THE PROJECT AND THE BENEFITS TO THE DEPARTMENT OR THE COUNTY OR ANY ADDITIONAL INFORMATION NECESSARY: _____

_____

_____

DEPARTMENT HEAD: Initials: _____ Date: _____

COUNTY JUDGE REVIEW: _____ Date: _____

AUDITOR/REVIEW: _____ Date: _____