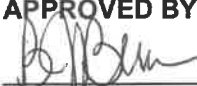


<b>POLICY ID: FIN-010</b>		<b>TITLE: Grant Applications and Distributions</b>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b> 		<b>DATE:</b> 06-12-2023
<b>EFFECTIVE DATE: June 12, 2023</b>		Village Clerk, Signature	
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose**

To establish grant writing guidelines for all Village of Kronenwetter departments and to assist staff when applying for grants and distributing grant funds.

**Scope**

This policy applies to all Village employees and other persons who are responsible for applying and distributing grant funds.

**Policy**

The Village of Kronenwetter hereby adopts this grant policy to maintain uniform rules for all Village of Kronenwetter departments and to assist staff with guidelines on applying for and distributing grant funds.

The Village Administrator may be charged with the enforcement of the rules that are set out by this policy. In the case where the position of the Village Administrator is vacant, the Village Treasurer will be charged with enforcement of this policy.

The following regulations and requirements to organization behavior are hereby adopted:

- It shall be the policy of the Village of Kronenwetter to attempt to secure as many grants as possible to offset taxpayer funding items and services deemed necessary for Village operations.
- In the case where there is an available grant, the appropriate department head shall fill out and submit all of the necessary documents in a n attempt to be awarded the grant.
- Priority should be placed on using funding from grants before using taxpayer funding for items, services, or projects.
- The Finance Director must be notified when a department head is applying for grants and accepting grant funds.

**Procedure**

Application for Grants:

- 1.) If the grant does not require any funds from the Village or requires funds that are already designated to that department the department head, or their designee, shall collect and transmit all of the necessary items via the application process of the grant issuer.
- 2.) If the grant requires expenditure of village funds that are not already allocated in the current budget but has a timeline that needs to be met prior to the next available Administrative Policy Committee meeting, the Administrator shall still authorize the Department Head to apply for the grant and immediately thereafter present the grant, as well as an appropriate budget amendment to the Administrative Policy Committee for review. If there is time for the Administrative Policy Committee to review the grant and budget amendment prior to the application deadline the Administrator shall present the grant prior to the application being submitted. The Administrative Policy Committee will then make a recommendation to the Village Board for Action or Denial.

## Distribution of Grant Funds

- 1.) Upon disbursement of funds to the Village, the Department Head has the authority to expend the funds in accordance with the terms of the grant.
- 2.) In the case that matching funds from the Village must be expended, the appropriate budget amendment must have been authorized by the Village Board prior to expanding those funds.