



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: GRANT APPLICATIONS	Policy Number A-6	Page Number: Page 1 of 2
	Date Adopted: 12/22/1987	Revised Date: Draft 4/23/13

BACKGROUND:

The County receives financial assistance in the form of grants.

For the purposes of this policy, grants shall be defined as cash or in kind assistance awarded by a government or other organization (called the grantor) for specified purposes to an eligible recipient (called the grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, or a proportional contribution by the grantee or other grantor(s).

The grant process may consist of several steps including a notice of intent to apply, application, acceptance of award, and execution of grant agreement and related documents. The purpose of this policy is to ensure flexibility and efficiency in the grant application process while maintaining the Board of Supervisors discretion over the acceptance of grant funding and any related obligations.

POLICY:

1. Authority
 - A. County department heads are authorized to execute all documents required to apply for grants.
 - B. The Board of Supervisors is the sole authority for accepting grant awards and approving grant agreements. After acceptance of a grant award and approval of the grant agreement, the Board may delegate authority to execute the grant agreement and other grant related documents.
2. Department Head Responsibilities
 - A. Department heads are expected to exercise good judgment when determining to spend staff time applying for a grant.
 - i. The grant should be directly related to the mission and vision of the department.
 - ii. Any county match requirements must be feasible and reasonable.



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: GRANT APPLICATIONS	Policy Number A-6	Page Number: Page 2 of 2
	Date Adopted: 12/22/1987	Revised Date: Draft 4/23/13

- B. Department heads are expected to communicate and coordinate with any other county departments that may be involved with or affected by the grant program or project.
- C. Department heads are responsible for determining whether they are authorized to exercise the authority provided herein under the grantor's guidelines for each grant.
- D. Department heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

Primary Department: Chief Administrative Office

References: None

DRAFT