



Antrim County

Grant Application Policy

Purpose:

The purpose of this policy is to ensure adequate and efficient grant administration and oversight.

Procedures:

Application and Approval

The Department Head receiving the grant shall be the primary contact and manager for the grant. When the Department Head finds a grant that they would like to apply for, they will notify the County Administrator and Finance Director. The Administrator and Finance Director will review the notice for the purpose of the grant, possible matching funds, and possible federal funding.

- 1) If there is federal funding, the grant will follow the federal funds policy.
- 2) Except when time prohibits, applications requiring matching funds must be approved by the Board of Commissioners. In the event of time constraints, the Board Chair may approve the application.
- 3) If a match is not required the department head may apply for the grant once approved by the County Administrator or his/her designee. Administration and/or finance will note these approvals in their reports to the Board of Commissioners.

When the County receives a grant award, the department head shall review recurring awards for any language changes from prior awards. New awards and questioned terms of recurring awards shall be reviewed by legal counsel. All grant awards shall be presented to the board of commissioners for approval. Any necessary budget amendments shall be prepared or reviewed by Finance prior to presentation to the board.

Grant Application (Flow Chart)

