

# City of Keiser Grant Policy and Procedures

## Introduction

The City of Keiser recognizes the importance of securing grants to support various projects and initiatives that benefit the community. This policy outlines the procedures for identifying, applying for, managing, and reporting on grants to ensure a consistent and transparent approach, maximizing the effectiveness of grant-funded projects while ensuring compliance with all applicable regulations and requirements.

## Purpose

The purpose of this policy is to:

1. Define the process for identifying, evaluating, and selecting grant opportunities.
2. Outline the procedures for preparing, reviewing, and submitting grant applications.
3. Establish guidelines for the management and oversight of grant-funded projects.
4. Ensure compliance with grant terms and conditions.
5. Provide a framework for the reporting and auditing of grant activities.

## Scope

This policy applies to all city departments, staff, and any external partners involved in the grant process, including grant identification, application, administration, and reporting.

## Grant Identification

### Procedure

#### 1. Grant Search:

- Each department is responsible for regularly searching for available grants that align with city priorities and projects.
- Use resources such as grant databases, government websites, and professional networks to identify potential grant opportunities.

#### 2. Grant Evaluation:

- Evaluate potential grants based on the project's alignment with city goals, the likelihood of success, and the resources required for application and management.
- Consider factors such as eligibility criteria, funding amount, match requirements, reporting obligations, and project sustainability.
- Prepare a summary of potential grants, including key details and recommendations, for review by department heads and the mayor.

## Grant Application

### Procedure

#### 1. Authorization:

- Obtain approval from the Mayor before beginning any grant application process.
- Ensure the proposed project aligns with the city's strategic plan and priorities.

## **2. Application Preparation:**

- Assign a project manager to oversee the application process.
- Identify and gather all necessary documentation and information, including project scope, objectives, budget, timeline, and expected outcomes.
- Prepare a detailed project proposal, ensuring it meets the specific requirements of the grant application.
- Collaborate with relevant departments and external partners to develop a comprehensive and competitive application.

## **3. Review and Approval:**

- Submit the completed application to the Mayor for review and final approval.
- Allow sufficient time for review, feedback, and revisions to ensure the application is complete and accurate.

## **4. Submission:**

- Submit the approved application to the granting agency before the deadline.
- Ensure confirmation of receipt and keep a record of the submission.

## **Grant Management**

### **Procedure**

#### **1. Grant Agreement:**

- Review the grant agreement thoroughly, ensuring all terms and conditions are understood and accepted.
- Obtain necessary approvals and signatures from authorized city officials.
- Maintain a copy of the signed agreement and related documentation in the grant management system.

#### **2. Project Implementation:**

- Implement the project according to the approved proposal and grant agreement.
- Establish a project management plan, including key milestones, deliverables, and responsibilities.
- Ensure proper financial management, including budgeting, tracking, and reporting of grant funds.
- Monitor project progress regularly and address any issues or delays promptly.

#### **3. Compliance:**

- Adhere to all grant requirements, including reporting, documentation, and auditing.
- Ensure all expenditures are allowable, necessary, and properly documented.
- Maintain accurate and complete records of all grant activities and expenditures.

## **Reporting Procedure**

### **1. Progress Reports:**

- Prepare and submit progress reports as required by the granting agency, typically on a quarterly or semi-annual basis.
- Include updates on project milestones, expenditures, and any issues encountered.
- Ensure reports are reviewed and approved by the project manager and the Mayor before submission.

### **2. Final Report:**

- Upon project completion, prepare and submit a final report detailing the project's outcomes, financial summary, and overall impact.
- *Include an evaluation of the project's success and any lessons learned.*
- Ensure the final report is reviewed and approved by the project manager and the Mayor before submission.

### **3. Audit and Review:**

- Cooperate with any audits or reviews conducted by the granting agency to ensure compliance and accountability.
- Provide all requested documentation and information promptly.
- Address any findings or recommendations from audits or reviews and implement corrective actions as needed.

## **Roles and Responsibilities**

### **Mayor**

- Approve grant applications and agreements.
- Oversee grant administration and ensure compliance with policies.
- Review and approve progress and final reports.
- Ensure alignment of grant activities with city priorities and strategic goals.

### **Department Heads**

- Identify and evaluate potential grants.
- Prepare and submit grant applications.
- Manage grant-funded projects and ensure proper documentation and reporting.
- Ensure compliance with grant terms and conditions.

### **Finance Department**

- Assist with budget preparation and financial reporting.
- Monitor grant expenditures to ensure compliance with grant terms.
- Provide financial oversight and support for grant-funded projects.
- Maintain accurate and complete financial records for all grant activities.

**Project Managers**

- Implement grant-funded projects according to approved plans.
- Prepare progress and final reports for submission.
- Ensure compliance with grant requirements and city policies.
- Address any issues or delays in project implementation.

**Review and Amendments**

This policy will be reviewed annually by the Mayor and department heads to ensure its effectiveness and relevance. Amendments to this policy will be made as necessary to address changes in regulations, grant opportunities, or city priorities. Any amendments must be approved by the City Council.

**Conclusion**

The City of Keiser is committed to effectively managing grant opportunities to enhance community services and infrastructure. By adhering to this policy and procedures, the city ensures transparency, accountability, and successful project outcomes, ultimately benefiting the residents and stakeholders of Keiser.

**Adoption**

This policy is adopted by the City Council of Keiser on Monday, August 15, 2024.



Rick Creecy, Mayor  
City of Keiser