

TOWN OF HARRISON



GRANTS & GIFTS POLICY

This Grants & Gifts policy passed by the Board of Selectmen on February 20, 2014 shall supersede any previous Grants & Gifts policy in place prior to this date.

GRANT & GIFT POLICY

1 GRANTS & GIFTS DEFINITION

1.1 Gifts

1.1.1 Gifts of funds, services, land, material, vehicles or other items may be offered to the town from foundations, corporations, governments, small businesses and individuals. If offered, gifts must be accepted by the voters of the town, usually either directly in a warrant article at town meeting or by a delegation of authority to do so to the Board of Selectmen.

1.2 Grants

1.2.1 Grants are funds, services, material and/or vehicles given to individuals, tax-exempt nonprofit organizations or local governments by foundations, corporations, governments, small businesses and individuals.

1.2.2 Most grants are made to fund a specific project and require some level of reporting and may require a local match. The process involves an applicant submitting a proposal to a potential funder, either on the applicant's own initiative or in response to a Request for Proposals from the funder.

1.2.3 If awarded, grants must be accepted or rejected by the voters of the town, usually either directly in a warrant article at town meeting or by a delegation of authority to do so to the Board of Selectmen. The appropriation of any local match of funds or in-kind services required by the grantor must also be approved by the voters of the town in the same manner.

2 APPLICABILITY

2.1 This policy shall apply to all gifts & grants made by departments and agencies of the Town.

3 GRANT PROCEDURES

3.1 Grant Applications

3.1.1 Any individual or organization in the Town of Harrison who wishes to apply for grants on behalf of the Town shall first obtain permission from the Board of Selectmen to apply for a grant by submitting through the Town Manager who will present it to the Board of Selectmen.

3.1.2 Once the grant application is prepared, the final application must be presented again to the Board of Selectmen for final approval before it is submitted to the grantor. This is to allow coordination of grant requests. (ATTACHMENT A – Grant Application Form).

3.2 Acceptance of Grants

- 3.2.1 The voters of the Town of Harrison must accept or reject any grants awarded on behalf of the Town of Harrison. The Board of Selectmen will review grants won and will make a recommendation to accept or deny the grant to the voters at a regular or special town meeting. The voters may vote at a town meeting to authorize the Board of Selectmen to accept grants on behalf of the town.

3.3 Local Match

- 3.3.1 Many grants require a local match of funds, in-kind services, or similar local contribution. Local matches can be donated by individuals, local groups, businesses, or town funds can be used. The voters of the Town of Harrison must accept the donation of any local matches for grants, and must authorize expenditure of town funds for grant local matches upon a recommendation from the Board of Selectmen at a regular or special town meeting.

3.4 Expenditure of Grants

- 3.4.1 Procedures for obtaining competitive bids, record keeping, reporting and audits specified by the grantor will be followed in making purchases under the grant. If no procedures are specified then the responsible department head will obtain at least three competitive bids for all purchases under the grant and will maintain bid documents and receipts for at least 3 years. The responsible department head will inform the Town Manager when bids are received; purchases made, and will copy the Town Manager on all progress reports to grantors. At the completion of each grant the Town Manager will file a summary report to the Board of Selectmen.

4 GIFT PROCEDURES

- 4.1 Gifts to the Town shall be accepted in accordance with 30-A M.R.S.A., Sections 5652 – 5655. The voters of the Town of Harrison must accept or reject any gifts or donations awarded on behalf of the Town of Harrison. The Board of Selectmen will review proposed gifts and donations and will make recommendation to accept or decline them to the voters at a regular or special town meeting. The voters may vote at a town meeting to authorize the Board of Selectmen to accept gifts and donations on behalf of the town.
- 4.1.1 Exception to 4.1 above is set out in Section 5652. When a gift of money (but no other type of property) is made to supplement a specific appropriation already made by town meeting, or to reduce the tax assessment or permanent debt, the Board of Selectmen can accept this money without voter approval.

ATTACHMENT A
Grants for the Town of Harrison
Application Worksheet

What is the source of the grant (e.g. – agency, company, foundation, etc...)?

How much is being requested? \$ _____ What is the local match? \$ _____

Who would provide the local match (town funds, private funds, Etc) _____

What town department would benefit from the grant if won? _____

What is the grant being requested for (describe items, equipment, service, etc...)?

When must the application be submitted (filing date)? _____

If the grant is won, what would be the commitment to maintain, house, or replace the equipment by the town?

Estimated cost per year? \$ _____

Estimated number of years? _____

Explain what the commitment would be (e.g. – service contract, vehicle maintenance costs, housing, etc.)

If a vehicle, where would it be stored? _____

Submitted by (name) _____ Date _____

Department/Group/Club/Organization _____

Reviewed by Town Manager _____ Date: _____

Recommendation: Approve _____ Modify _____ Deny _____

Reviewed by Board of Selectmen. Date: _____

Action: Approve _____ Modify _____ Deny _____

GIVEN UNDER OUR HANDS THIS 13TH DAY OF FEBRUARY A.D. 2014

HARRISON BOARD OF SELECTMEN:

William Winslow, Chairman

Kathy Laplante, Vice Chairman

Christine Davis

Matthew Frank

Richard St. John

A True Copy
Attested _____

Date _____