



Grants

The Board encourages all departments to identify and pursue appropriate grant opportunities. However, since the Board is the County's only legal signature authority, the Board must sign all grant applications and grant acceptance documents.

Any Elected Official, Department Head or appointed Board intending to apply for grant funds must first obtain pre-approval from the Board, regardless of the source or amount of the grant. Pre-approval will require submission of a Grant Application Proposal form (Attachment A), containing basic information about the proposed grant. The Board will review the Grant Application Proposal during a regularly scheduled meeting and may request further review by the Prosecutor.

After pre-approval is received, the department may complete the grant application, which must be submitted for final review and approval by the Board.

The need for pre-approval will be waived for two types of grants: (1) Grants which do not require a monetary match; and (2) Grants from the State of Idaho or other government entities that are awarded annually and have been specifically itemized within a department's approved annual budget. Such grant applications will still require Board review and signature prior to submittal.

Grant opportunities will occasionally arise at the last minute. The need for pre-approval and final approval by the Board will be waived for last-minute grant applications, provided that: (1) The grant does not require a monetary match; (2) At least one member of the Board has reviewed and signed the Grant Application; and (3) The grantee office, department or board provides an informational Grant Application Proposal to the Board at the first regular meeting after the grant application has been signed and submitted.

If the grant is awarded, the acceptance document must be signed by the Board.

The grantee office, department or board is solely responsible for: (1) Compliance with all performance requirements of the grant; (2) Providing all information necessary for financial compliance; and (3) Maintaining a complete copy of all documents pertaining to the grant as a permanent county record.

The Elected Official, Department Head or appointed Board must designate a project manager for every grant awarded. The project manager will be responsible to ensure that all project reporting requirements and deadlines for submission are observed. The project manager shall maintain a record of all grant transactions (revenues and expenditures) and shall coordinate with the County Clerk to ensure that all grant funds are correctly receipted and disbursed. If allowed by the granting agency, all grant revenues and expenses should be processed through the county's account.

Grant Application Proposal

Please complete and return this form to the Commissioner's office.

Department or Board applying for Grant: _____

Contact Person: _____ Intended Project Manager: _____

Grant Title: _____

Granting Agency: _____

Date of Award Decision: _____

Grant Timeline: _____

Dollar Amount of Grant Request: _____

Teton County obligations if grant is awarded (*match, continuing maintenance, reporting schedule*):

Other contingencies of grant: _____

Other agencies involved in the grant and their obligations: _____

Brief written overview of grant: _____

Benefit of grant to citizens Teton County: _____

Signed: _____

(Contact Person Listed Above)

Date: _____

Signed: _____

(Responsible Elected Official or Department Head)

Date: _____

Board of Commissioners Decision: Approved (Applicant may prepare a grant application on behalf of Teton County. The completed application must be submitted to the Board for review and signature.)

Denied

Signed: _____

(Commissioner)

Date: _____