

## **PROCEDURE FOR ACCEPTANCE OF GRANTS**

As a general policy the Town of Readfield desires to utilize grants from governmental and private sources to enhance the well being of Town property and way of life. On the other hand, it also shall be the policy of the Town to coordinate the grant process so as to be certain that grant funds and purposes remain consistent with the Comprehensive Plan of the Town. Accordingly:

1. **INITIATION:**

An application for a grant may be initiated by any resident of the Town, or by any duly appointed committee or board of the Town.

2. **REVIEW & APPROVAL:**

When an application for a grant is initiated, if an appropriate committee or board of the Town exists, it shall be forwarded for review, comment, modification, and recommendation (for or against) to that committee(s) or board(s) of the Town in accordance with the following sections.

- a. All grant application(s), unless specifically exempted by the Select Board, will be subject to a public hearing for input by members of the public. In any event, the express recommendation of the Town Manager shall be obtained and recorded.
- b. After review by a committee or board of the Town, or in the event that the Select Board deems no such review appropriate, the complete application shall be presented to the Select Board at a duly noticed meeting.
- c. If a majority of the Select Board approves the application the Town Manager shall sign the application on behalf of the Town.

3. **EXECUTION:**

After a grant application has been approved and signed as provided above, in the event the grant is awarded to the Town, the Town Manager shall manage the utilization of the grant proceeds, shall lead any search for matching funds or shall seek approval of the use of Town assets for matching purposes from the Select Board, and shall make reports to the granting authority and to the Chair of the Select Board concerning the expenditure of grant funds. In this process of execution, the Town Manager shall utilize, to the maximum extent possible, the resources of any committee or board of the Town which initiated or was actively involved in the grant application process and shall seek endorsement from such body as to the methods used to guarantee the most effective use of such grant proceeds.

Approved:

Policy #03-2