



## Grant Policy

### Purpose

This policy is to clarify the responsibilities relating to grant application and administration.

### Policy

The Library Director has authority to prepare and submit applications for grants; provided, however, that the Library Director shall obtain approval from the Board of Trustees before submitting an application for a grant in excess of \$5,000.00. Unless specifically directed by a vote of the Board of Trustees, no individual Trustee or group of Trustees shall submit a grant application on behalf of the Library.

The Town Treasurer, the Library Director, or the Board Treasurer shall be the fiscal officer for the grant depending on the requirements of the grant.

The Library Director, or individual Trustee or Library staff member designated by the Library Director, shall administer all grants, subject to grant guidelines, this policy, and any specific action of the Board.

The Library Director, or individual Trustee or Library staff member designated by the Library Director, shall approve all disbursements of grant monies and shall promptly provide records of such disbursements to the Town Treasurer.

The Library Director, or individual Trustee or Library staff member designated by the Library Director, shall record and track grant monies received and expended pursuant to procedures developed jointly by the Director, Board Treasurer, and Town Treasurer to ensure accurate reporting of each grant award. Records shall be retained according to the Library's Records Retention Policy.

The Library Director and the Board Treasurer shall report the expenditure of grant funds and the completion of activities required for grant compliance, including reporting, to the Board of Trustees at the Board's regular monthly meetings.

Date Adopted by Board	Summary of Action
2/17/2025	New policy approved