

**Town of Danville
Grant Policy and Procedures**

A. PURPOSE:

1. The purpose of this Grant Policy is to establish a clear flow of the grant application and administration process and to establish a system of internal controls to achieve the greatest use and accountability of taxpayers and grant-funded dollars.

B. GRANT AUTHORIZATION

1. Any organization or individual who is applying for grant funds on behalf of the Town of Danville must first obtain approval from the Selectboard in a duly warned meeting of the Selectboard. In this meeting, the Selectboard will consider the following factors:
 - a. Work plan that is to be accomplished under the grant program;
 - b. Alignment of the work plan with the Town Plan and any capital plan currently in effect;
 - c. Time frame for completion of work plan;
 - d. Amount and sources of matching funds that may be required;
 - e. Amount and sources of in-kind match that may be required;
 - f. Means of reimbursement, and source of funds to pay grant related expenditures if grant funds are reimbursement-based;
 - g. Grant administration and reporting requirements – including individual(s) responsible for maintaining grant reporting records;
 - h. Any anticipated obligations required by grantors, including easements, maintenance agreements, policy requirements, audits, or record-keeping.

C. GRANT RECIPIENT

1. Whenever possible and practical, the applicant of any such grant shall be the Town of Danville, and the entity to approve and sign a grant agreement, if offered, shall be the Town of Danville Selectboard.
2. The purchase of any supplies or third-party services as part of the grant-funded work plan shall follow the Town of Danville's adopted Procurement Policy, as well as any requirements of the Grantor.
3. Contracts authorized under the grant-funded work plan for third-party services and purchases will be signed by the Town of Danville Selectboard and shall be subject to all customary contractual obligations, such as verification of insurance.
4. If a subgrant is required by the Grantor, the Subgrantee shall maintain and follow an adopted procurement policy that meets all requirements of the Grantor. The subgrant agreement, as well as any contracts between the subgrantee and vendors or service providers required to carry out the work plan of the grant agreement, may be subject to legal review by the Town of Danville's legal counsel.

D. GRANT ADMINISTRATION RESPONSIBILITIES

- 1) The organization or individual responsible for grant administration will, upon notice of grant award, meet with the Town Treasurer to review the grant administration requirements and timing of grant reports and requisitions. The organization or individual responsible for grant administration will be responsible for maintaining any grant ledgers that are required by the grantor.
- 2) The organization or individual responsible for grant administration will maintain records of all income and expenses and review these quarterly with the Town Treasurer, or more often at the request of the Town Treasurer.
- 3) The organization or individual responsible for grant administration will submit progress reports to the Selectboard on a frequency to be determined based on the nature of the project and its expected duration.
 - a) If the Selectboard determines that progress is not satisfactory, the board may reassign an administrator.
- 4) A file will be maintained in the Treasurer's office at the Town Hall. The organization or individual responsible for grant administration, in a timely manner as agreed upon with the Town Treasurer, send the following to the Treasurer for inclusion in the file:
- 5) A complete copy of the grant application and grant agreement

- a) Subgrant agreement(s), if required
 - b) Contracts authorized and paid for with grant funds
 - c) Copies of environmental review, and related correspondence, if required
 - d) An accounting of all grant revenues received with documentation
 - e) An accounting of all expenses incurred with documentation
 - f) A final accounting summary after project completion
- 6) All emailed correspondence between the organization or individual responsible for grant administration and the grantor shall be cc'd to the Town Treasurer.
- 7) All written correspondence delivered by US Postal Service or other delivery service between the organization or individual responsible for the grant administration, and the grantor shall be given to the Town Treasurer.

4/16/26

adopted date

Janice Ouellette

Janice Ouellette (selectboard chair)

Alison Low

Eric Bach

Eric Bach

Matthew Choate

Matt Choate

Kristin Calkins

Kristin Calkins