

Policy for Applying for and Accepting Grants for Work on Town Buildings or Lands
For the
TOWN OF DANVILLE

Whenever possible and practical, the applicant for any such grants will be the Town of Danville. Where a grantor does not issue grants to municipalities, another organization or individual within the town may apply for a grant subject to the following conditions:

- 1) The organization or individual will gain pre-approval from the Selectboard on any grant application for any project that will involve town buildings or property.
- 2) As part of the pre-approval process, the organization or individual will develop a plan for work to be done and present it to the Selectboard. Included will be a discussion as to any matching monies that will be required of the town.
- 3) The organization or individual will follow all requirements of the town as found in the town's purchasing policy. Included will be requirements for verifying insurance to be provided by each contractor.
- 4) The organization or individual 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.
- 5) The organization or individual will submit progress reports to the Selectboard on a frequency to be determined based on the nature of the project and its expected duration.
- 6) A file will be maintained in the Treasurer's office at the Town Hall. The grantee will, in a timely manner as agreed upon with the Town Treasurer, send the following to the Treasurer for inclusion in the file:
 - a) A complete copy of the grant application
 - b) An accounting of all grant revenues received with documentation
 - c) An accounting of all expenses incurred with documentation
 - d) A final accounting summary after project completion

July 8, 2021