

**CITY OF GUSTAVUS
POLICIES AND PROCEDURES**

**Policy on Submission of Grant Proposals and Capital Requests
of \$15,001 or Greater**

POLICY

This policy and procedure applies to requests of \$15,001 or greater for projects and capital purchases. For smaller requests, please see *Policy on Submission of Small Grant Proposals*. Grant proposals and other funding requests may be submitted for special one-time projects or capital purchases consistent with the City's Capital Improvement Plan and Strategic Plan priorities. A grant proposal or capital request will be the funding stage in a long-term planning process (*Policy on Project Planning* with attachments: *Project Planning and Approval Process Flow Chart, Project Scoping and Development Form*). For large projects or purchases, the scoping plan must be pre-approved by the City Council. The proposal will undergo review by the originating staff member, council member and/or workgroup and forwarded to the City Council for their review and vote. All funds will be administered by the City.

PROCEDURE

At the staff/council member/function level: A staff member at the request of the council, or a council member who may be developing a project along with a work group identifies a grant opportunity reflecting the City's planning priorities. If the plan has not previously been accepted by the City Council or is not part of the City's Capital Improvement Plan, it will go through a planning process, following the *P&P on Project Planning*. Once an accepted plan is in place, the terms of the grant will be reviewed by the appropriate council member/work group to see if it is worthy of further action. The proposal may be written as a collaborative effort within the council and/or work group (where no staff association exists) or between a staff member and potentially a contracted grant writer.

A grant proposal generally includes the following elements:

- Project title
- City name and contact person (e-mail, telephone)
- Overview of the issue/department and its purpose
- Reason for funding request
- Amount requested
- The need the project/purchase intends to meet
- Business plan (if relevant)
- Budget (if relevant; include continuing budget needs for maintenance or management or staffing in the future)
- Matching fund requirement (if any) and source of that funding
- History (Prior requests, etc.)
- Related resolutions
- Grant deadline

Each grant proposal or other funding request must reflect the department or City's goals or have been prioritized in the in the *City's Capital Improvements Plan* and must be accompanied by the *Project Scoping and Development Form* (completed to the extent applicable), which documents impacts, public input, alternatives explored, and several other items.

Submission to the City Council: Next, the proposal and related documents will be submitted to the City Council, which will determine whether the proposal falls within the parameters of the Gustavus Strategic Plan and will consider possible impacts on the

community, including financial ramifications. The City Council may consult appropriate staff for additional viewpoints.

City Council Determination: The City Council will vote on the merits of endorsing the proposal. In approving or rejecting the proposal, the Council will consider the merits of the intended outcome as well as the quality, clarity, and thoroughness of the proposal and its documentation. The Council may also vote to refer the proposal back to the originator or workgroup for further work. Copies of proposals and accompanying documentation will be retained in the City files pursuant to the City's record retention schedule.

Administration: Grant monies awarded to the City (any city department) shall be administered by the City (the Mayor and/or the City Treasurer).

Grant Reports: Grant reports are the responsibility of the staff/department member or workgroup submitting the proposal. Grant reports shall be signed by the Mayor or authorized official and retained in City files pursuant to the City's record retention schedule.