

## **1C-9 GRANT APPLICATIONS AND AWARDS POLICY (Revised April 25, 2023)**

Trinity County Texas Commissioners' Court requires that all grant income not typically budgeted in the County's budget process including any applications and any awards presented to Commissioners' Court be accompanied by a standardized cover sheet (Grant Request Form – See Employee Forms) so that all aspects of the application/award can be reviewed including any required;

- 1) Verification of applying entity as Trinity County, Texas
- 2) Authorized Resolution of Governing Body and Signatory as the County Judge
- 3) Match and its source
- 4) Obligation to continue the program past the term of the award,
- 5) Other costs to operate the program, or
- 6) Other special circumstances that would impact the County budget or operations
- 7) Extent to which the grant is consistent with the County's mission, strategic priorities and/or adopted plans

**Definitions:** Donations and Grants can be confusing.

A GRANT is an award of financial assistance in the form of money, property, or other financial assistance paid or furnished by the federal or state government, a nonprofit foundation or organization, a local business or an individual.

A DONATION is a gift, solicited or unsolicited, to a cause in the form of financial assistance in the form of money, property or other financial assistance for programs or activities previously approved by Commissioners' Court. Donations usually do not require a proposal or application. (Does not require Grant Request Form.)

### **Procedures:**

- 1) Department Heads, Elected Officials or Grant Writer/Administrator are to complete and sign a grant cover sheet and submit it with any proposal or application documents to the County Judge for review at least one week prior to Commissioners' Court.
- 2) Allow ample time to plan and organize the grant application before the grant submission date. If you do not believe that you can meet the application deadline comfortably, strongly consider delaying it to the next submission date. Reviewers will point out when they feel an application is premature because of inadequate development and presentation, including a poorly conceived budget.

- 3) The County Judge will review the documents and, if approved, forward them to the County Auditor for review of the proposed budget and match source. The Auditor will determine if the documents may need to be reviewed by the County Attorney. The County Auditor will return the cover sheet and documents, if approved, to the Department Head, Elected Official or Grant Writer/Administrator for submission to the Commissioners' Court.
- 4) Department Heads, Elected Officials or Grant Writer/Administrator are to submit the executed grant cover sheet and all financial assistance documents, i.e., proposals, applications, to the Commissioners' Court for consideration and approval prior to submission to the funding agency.
- 5) Department Heads, Elected Officials or Grant Writer/Administrator may make adjustments, additions, or corrections to any proposal or application that is not approved by the County Judge or the County Auditor and re-submit them for approval.
- 6) If approved by Commissioners' Court, the Grant Writer/Administrator will submit the proposals or applications per the funding agency's requirements by surface mail, delivery service, email, or official online grants portal.
- 7) Department Heads, Elected Officials or Grant Writer/Administrator are to present any grant award documents to Commissioners' Court for acceptance. For those items of financial assistance previously requested through the above process, the original grant cover sheet should be appended to the award documents. If the award differs from the original submitted request, the first grant cover sheet and a new grant cover sheet showing the adjusted amount or conditions should be appended. Department Heads, Elected Officials or Grant Writer Administrator are to provide the County Judge and the County Auditor the adjusted grant cover sheet for approval before placing the item on the Commissioners' Court agenda.
- 8) The County Judge and the County Auditor will make every effort to offer a speedy review of submitted requests. Involvement of the County Judge and the County Auditor during the development of the proposal or application is encouraged.
- 9) In order to make for the smoothest possible review process, Department Heads, Elected Officials or Grant Writer/Administrator are requested to provide all documentation for review at least one week prior to the targeted Commissioners' Court date.

Approved this 25<sup>th</sup> day of April 2023

/s/ Danny Martin  
Danny Martin, County Judge

/s/ Tommy Park  
Tommy Park, Commissioner, Pct. 1

/s/ Neal Smith  
Neal Smith, Commissioners, Pct. 3

/s/ Shasta Bergman  
Attest: Shasta Bergman, County Clerk

/s/ Mike Loftin  
Mike Loftin, Commissioner, Pct. 2

/s/ Steven Truss  
Steven Truss, Commissioner, Pct. 4