



# City of Glendale

## Finance Administrative Policy

No. 6

<b>Title:</b>	GRANT APPLICATION & ADMINISTRATION		
<b>Effective:</b>	5/1/2005	<b>Revision:</b>	8/18/2006 06/27/2014 04/12/2022
<b>Contact:</b>	Finance Department – 623-930-2480		

### I. PURPOSE

This Grant Application and Administration Policy (Policy) provides departments with the requirements in applying for and accepting competitive federal, state, county, tribal, private foundation, and corporate grants. It also identifies the roles and responsibilities of the Grants Office, Budget and Finance Department and the applicable Department Grants Project Manager.

This Policy does not apply to the categorical and formula grants; Community Development Block Grants and Housing and Urban Development grants and it does not apply to direct corporate gifts and/or donations made to the City or individual departments.

### II. SYNOPSIS

#### A. Purpose in Applying for Grants

The City will only apply for grants that further City Council goals and objectives and support projects and programs that are consistent with the mission and strategic plans and priorities of the City and its departments.

1. Applications must be reviewed and approved in Simplicity Grant Master by the city Grants Program Manager prior to submission to the funding agency.
2. Grant funding should be considered for one-time or time-limited projects such as capital improvements, or program enhancements that do not have a long-term effect on the ongoing operations budget. Grants may also be appropriate for start-up funding mechanisms for priority projects already identified in a department's business plan.
3. Grants will not be used as the *primary* financing mechanism to create new ongoing programs or services or to add unbudgeted positions.
4. Any grant application that includes a grant-funded position or a graduated match resulting in the City assuming full financial responsibility subsequent to termination

of the grant, or directly increases the City's ongoing operating costs, must be reviewed by and approved by the Grants Program Manager Budget and Finance Director, and City Manager or his/her designee.

5. The City may co-sponsor, serve as fiscal agent or join with multiple sponsored community-based consortia or other jurisdictions when clear public benefit to Glendale residents can be demonstrated.

B. Grant Policies and Procedures Manual

1. It is the responsibility of the Department requesting a grant, to ensure all staff initiating the grant request or administration of a grant, adhere to the Grant Policies and Procedures. A copy of the Grant Policies and Procedures Manual is available on the GRID or by request through the Grants Office residing in the Budget and Finance Department.

C. Award of Grant Funding

1. Grant awards that are less than \$50,000 may be accepted administratively by the City Manager or designee, unless otherwise required by the granting agency.
2. The Grants Office will provide City Council a monthly report of all grant awards.
3. Grants awards that are \$50,000 or more will require a City Council Resolution prior to spending of funds.
4. Grantors may require a governing body resolution for funding; therefore, it is critical that this requirement be identified prior to the grant application by the applicant Department. This information can be generally found in the Grant Notice of Funding Availability (NOFA).

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Lisette Camacho, Budget and Finance Director