



COUNTY OF CARROLL OFFICE OF THE COMMISSIONERS

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Policy Title:	Grant Review
Policy Number:	2020-004
Purpose:	To provide grant review process guidance to staff and officials
Effective Date:	December 22, 2020
Revision Date:	
Reference(s):	

POLICY

The County will strive to provide a transparent and thoughtful approach to the application for and acceptance of grant funds to offset the cost of County projects and programs.

PROCEDURE

Application and Acceptance

When pursuing grants on behalf of Carroll County, following steps will be taken:

1. Any department head who wishes to apply for any grant will request time on a commissioners' weekly meeting agenda to review the grant. The department head will complete a Grant Review Form and provide a copy to the board of commissioners prior to the meeting.
2. The commissioners will consider the request and vote whether or not to grant permission to the department head to apply for the grant.
3. If the grant application is successful, and prior to any grant funds being received by the County, the Grant Review Committee will convene to review the grant and prepare a report as specified below.
4. The commissioners, as an agenda item, will meet with the department head to review the Committee's findings along with the grant award materials and vote whether or not to accept the grant funds.
5. If the commissioners vote to accept the funds, a copy of the vote will be forwarded to the County Delegation.
6. The Delegation, at their next regularly scheduled meeting (or special meeting if the grant award is time-sensitive) will consider the grant materials and input from the department head, commissioners, and any other party relevant to the grant. The Delegation will then vote whether to accept the grant revenue and expense.
7. The Commissioners will sign all required grant documents.

All documents created during the above process, including meeting minutes wherein the grants were discussed and/or voted on, will be scanned in packet form and kept on file in the Carroll County Commissioners' Office for public review.

Grant Review Committee

The Carroll County Grant Review Committee was formed by the Commissioners to review grant applications and provide a summary report of grant details and disclosure of grant conditions to the Commissioners. The Committee will also identify future tax impacts of the grant projects.

The Committee membership includes 3-5 members including chairman of the board of commissioners or his/her designee and a member of the county delegation as appointed by the Delegation chairperson.

Amanda J. Bevard Terry McCarthy David Babson, Jr.
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Chairman Vice-Chairman Clerk