



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GRANT APPLICATION POLICY Board Approved May 1, 2019

PURPOSE

The purpose of this policy is to simplify the process by which Pleasant Valley Recreation and Park District [District] staff apply for grant funding below a designated amount. This policy seeks to expedite applications for grant funding that supports existing District programming and projects. The process laid out within this policy will provide District staff discretion to pursue grant funding in-line with the District's interests while not encumbering additional funds outside of those already designated as matched for grant purposes. This policy is intended to be manageable, consistent, and tailored to the specific needs of the District.

POLICY GOALS

- Expedite the application process for Staff to apply for grant funding below the General Manager's purchasing limit.
- Inform the Board of Directors of non-traditional funding efforts being pursued by staff to support District programming.
- Promote active searching for funding opportunities previously unknown to the District.

POLICY PRINCIPLES

The Board of Directors recognizes the need to pursue alternative forms of funding to support District programming and facilities. It is the policy of the District to proactively monitor and evaluate grant funding opportunities that align with existing District programming and facilities and by the specific direction of the Board of Directors.

This policy provides the District General Manager the flexibility to approve grant applications in a timely manner while allowing the Board of Directors to continue to review requests for larger requests for funding and to provide funding priority guidance. The Board of Directors through the budget process shall set programming and facility priorities and by extension staff is authorized to apply for grant funding under the General Manager's purchasing limit without Board approval.

Whenever an applicable grant funding opportunity exceeds the General Manager's purchasing limit or does not pertain to existing budgeted priorities, the matter shall be brought before the Board of Directors at a regularly scheduled Board meeting for formal direction from the Board of Directors.

Generally, District staff will not request grant funding for matters that are not pertinent to the District's local government services.

GRANT APPLICATION POLICY PROCEDURES

It is the policy of the District to proactively monitor and evaluate grant funding opportunities that align with existing District programming and facilities and by the specific direction of the Board of Directors. This process involves interaction with private sector entities as well as local, state, and federal government entities regarding identifying non-traditional revenue sources. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.



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Discovering grant funding opportunities is a function of the General Manager or designated staff. The Grant Application Policy Procedures are the process by which staff will obtain authorization and apply for grant funds in a timely and consistent manner. The General Manager, or other designee, will act on grant funding requests utilizing the following procedures:

1. A request may be brought to the General Manager if any of the following criteria are met:
 - a. The proposed funding is judged by staff to align with existing District programming or facility uses and improvements
 - b. The application for funding does not require a budget adjustment measure to provide matching funds
 - c. The funding request is below the General Manager's purchasing limit.
2. The General Manager shall review staff requests for grant funding when brought to their attention.
3. The General Manager will either approve or deny authorization to apply for funding after conducting a review of programming or facilities affected by the grant application and determining if the grant funding aligns with existing District priorities as set by existing programs and budgeted projects.
4. If the matter aligns with the approved priorities, and the request is under the approved amount as defined by this policy, District staff shall be authorized to complete a grant application for that individual request. The General Manager shall sign all applications to authorize their submittal.
5. All applications for grant funding approved through this policy shall be communicated to the Board of Directors at the next regularly scheduled Board meeting. When appropriate, the General Manager or other designee will submit a report (either written or verbal) summarizing activity on grant applications to the Board of Directors.