

Cumberland County Grants Procedure

1. Intent to Apply:

- The first step in the grants process is notification to the Finance Department to inform of intent to apply for a grant, after review from Finance a Resolution will be prepared for approval by the Freeholder Board.
- Board Resolution authorizing grant participation is needed for all grant proposals before they are submitted to the funding Agency.

2. Submission:

- **Submission of the proposal to the funder is the responsibility of the applicant not Finance.**
- Compile all necessary documents and submit to funder on or before the deadline: note whether proposals must be *delivered* or *postmarked* by the due date.
- Send a copy of the complete proposal to Finance to keep on file.

3. Grant Award Notification Form:

- When notification of grant award is received, submit notification to Finance with a copy of the Award Letter.
- Finance will prepare a Chapter 159 Resolution to be approved by the Freeholder Board for authority to receive the grant into the Budget. After Board Approval an account number will be assigned.
- The Department Head should be the person who will be responsible for overseeing the grant funded program, and for reporting to the funder. However, the Chief Financial Officer needs to sign off on all reports to certify that the numbers being reported match the General Ledger.
- Follow the Funders guidelines for reporting.

4. Closing of Grant

- If entire grant award has not been expended in the time allotted please notify finance for grant cancellation. All grant cancellations need to be done by Freeholder Resolution.