



L.E. Phillips Memorial
Public Library

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Category: Administration

Policy Title: GRANT POLICY
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The purpose of grants is to create opportunities for additional, diverse programs that support the goals of L.E. Phillips Memorial Public Library. The LEPMPL Library Board of Trustees recognizes that many innovative program ideas go unrealized due to insufficient funds and therefore wishes to do its part to further the library's ability to enhance the library experience.

Before a grant is written, approval to draft an application for a grant must be obtained from the Library Director. The Library Director is authorized to approve submission of any grant application.

Written grant applications and fiscal rules must be reviewed and approved by the Library Director before submission to the granting agency. The Business Manager will review the fiscal portion of all grants, as well as the particular accounting rules governing individual grants, and make a report and recommendation to the Director about any difficulties the library may have in meeting the requirements.

The L.E. Phillips Memorial Public Library will be named as the grantee organization.

Whenever possible, existing or planned grants and their revenue and expense amounts will be included in the following year's budget.

The Business Manager will be named as the Fiscal Agent (or whatever financial title is used) and will be responsible for all reporting requirements both to the granting organization and to the City for financial and auditing purposes.

When compiling the fiscal portion of the grant, all amounts are to be rounded to the nearest dollar to avoid unnecessary penny computations.

Letters of support for grant applications written by other agencies may only commit the library to receiving funds or services under the grant and must be approved by the Library Director. No commitment may be made to provide staff support or expend any library funds for such a grant without prior approval of the Library Director.

Library Board approval is required for acceptance of all grants totaling \$5,000 or more.

City Council approval is required for all grants that legally bind the City/Library to any specific conditions including but not limited to specific wage and hour laws, financial match or obligation by the City/Library, and insurance or indemnification requirements). The Business Manager will submit all required documents to the City Clerk for review when necessary.

All grants will be brought before the City Council for appropriation of funds either quarterly or by special submission to the City Council any time during the budget year.