



**Oconee County
Finance Department**

**Veronda Holcombe-Lewis
Grants Administrator**

Oconee County
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TO: All Department Heads

Via: Ron H. Rabun, County Administrator

CC: Phyllis Lombard, Director of Administrative Services

FROM: Veronda Holcombe-Lewis, Grants Administrator

(Phone: 638-4236)

DATE: August 30, 2005

RE: **Grant Application Procedure**

Please make note of the following grant application procedures and disseminate to all appropriate staff. **A copy of this should be provided to the manager(s) of any division or entity under your supervision that would potentially make application for grant funds.** It is important that all departments follow these procedures when applying for grants. I will also be happy to provide any needed training to help the new process work smoothly.

County Council policy requires that each grant be submitted to the Grants Administrator for review. Grants that require a match, ongoing operational support, or any other in-kind contribution must be submitted to the County Administrator for his review and approval and then to County Council as an agenda item to be voted on by Council. Council must ratify those grants that require matching funds or ongoing operational support **prior to** the grant application being submitted to the grantor agency.

Below, I have outlined important factors to consider when submitting an application to go before the County Administrator and Council. All pertinent grant information should be clearly explained.

Financial Impact

- Thoroughly disclose any match requirement, ongoing operational support, or any other in-kind contribution that must be made to the grant.
- Financial impact to the County should be quantified in dollars. When it cannot, your inability to estimate the costs should be fully disclosed.

Financial Impact, Cont.

- Any grant match funds that are required must come from your budget in a line item set aside for such purposes.
- Indicate what date the grant award is expected, and what date the County match will be required.



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Time Frame

- Grant applications going before Council must be submitted to the Grants Administrator's office no later than Tuesday at 4:00 p.m., the week before Council is to meet. All grant applications must be accompanied by an Agenda Summary Sheet. Be aware of your grant deadline and make sure you have plenty of time to bring it to Council before it must be mailed to the State or Federal grantor agency.

Attachments

- Assertions of benefit and cost requirements must be documented. If this is not available, reference to publications or websites should be provided as verification.

These are important factors to consider in presenting a grant application to go before the County Administrator and to Council. Failure to address the above critical issues may cause your presentation to be delayed, or may cause the County Administrator or Council to reject your application due to lack of clarity. It is critical when applying for grants to keep the above time frame in mind.

Also, please understand that the County Council must approve the grants even if:

- 1.) matching funds are to be paid from sources other than County general fund appropriations, or**
- 2.) there is no match requirement.**

Our goal is to help you successfully apply for grant funds, and I am here to assist you in any way. I commend your department on actively seeking grant funds.