Doc ID: 000759750005 Type: TRC
BK 7 PG 177-181

2706 River Road
PO Box 429
Killington, VT 05751

TOWN OF KILLINGTON VERMONT

Tel: 802-422-3241
Fax: 802-422-3030
killingtontown.com

Grants Policy

Purpose Statement:

The Town of Killington has been and will continue to be the recipient of various grants that support both regular operations and special programs. Grants are an attractive form of funding and frequently come with special requirements that the recipient must follow. Such requirements can apply to the general operations of the grant, specific compliance rules, monitoring of other parties that may receive resources from the grants, specific time frame, and specialized reporting requirements. There are often negative consequences for failing to meet requirements and many grants come with conditions that require future investment from the Town in the form of operating costs, capital repairs, or replacement funding. The purpose of this policy is to maintain good standing with all federal, State, and private agencies which provide funding by ensuring that all conditions of the granting agency are successfully met. Grants should be evaluated for their consistency with the Town's mission, strategic priorities, and/or adopted plans as opposed to simply constituting additional funding for a department or agency of the government.

Definitions:

Capital Assets: land, improvements to land, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible or intangible assets that are used in operations that have initial useful lives and typically cost in excess of $5,000.

Grant: any source of revenue or benefit that is provided by a private, State, or federal agency for a defined purpose.

Grant Condition: any obligation placed on an award of funds to the Town for a particular purpose. An obligation is typically: financial or programmatic reporting, matching funds, or any other requirement that would not take place within normal operating conditions.

Applicable Standards:

2 CFR Uniform Guidance

Statement:

It is the expectation of the Selectboard that departments within the Town fully comply with all requirements in an ethical manner and that all conditions are fully disclosed. The Selectboard is responsible for assuring that the Town is willing and capable of meeting those responsibilities and wishes to do so given strategic and operating priorities.

All grants exceeding twenty-five thousand dollars ($25,000), those creating a future annual financial obligation of that same amount, or those acquiring a new capital asset must be approved by the Selectboard prior to submission of application. Grants that do not require approval of the Selectboard must be approved administratively by the Town Manager. In no case shall grant funds be accepted by the Town without approval so that the effects on town government can be reviewed and understood beforehand. This includes grants where the Town is a sub-recipient or partner in the

activity. Grants must be sponsored by a department director, chief, or operations manager. The grant sponsor is responsible for assuring that grants are properly approved by the Town Manager or the Selectboard, and that all obligations connected with the grant are disclosed.

Once a grant has been awarded, the grant sponsor shall be responsible for working with the Finance Department on grant administration. It is the responsibility of the grant sponsor to ensure that grants are properly reported and, working with the Finance Director, that transactions are consistently accounted for in the financial statements and grant reports. The Finance Department is responsible for tracking all financial transactions in the Town and will provide reports to the grant sponsors of income and expenses for the grant when needed. Grant funds that have been approved in accordance with this policy shall be deposited into the Town's accounts upon arrival for use. Grants for services or material goods shall be documented as the fair value at the time received. Grant records are maintained by the Finance Director in accordance with Federal regulations in place during the grant award. The grant sponsor shall ensure that all records required by the granting agency are kept on file in the Finance Department and in the Town's Shared Drive (S:/GRANTS/).

The Town reserves the right to charge grants for overhead. The Town will determine the cost of managing the grants and charge accordingly. In case(s) where services funded by grants have associated positions or programs, the Town will assume no obligation to continue funding beyond the grant unless previously agreed to by the Selectboard during approval.

References:

Government Finance Officers Association (GFOA) Grants Administration and Establishing an Effective Grants Policy Best Practice

Review/Approval:

Selectboard Approval: March 24, 2025

Jim Haff, Selectboard Chair

Patrick Cushing

Ricky Bowen

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Grant Proposal

All grants *awards exceeding $25,000, those creating a future annual financial obligation of that amount, or those acquiring a new asset must be approved by the Selectboard* ***prior*** *to Town staff submitting applications. Grants that do not require approval of the Selectboard must be approved administratively by the Town Manager. Reference is made to the Grants Policy for additional details.*

Name of the Grant:

Purpose of Grant:

Amount of Grant: $

Source: **Federal** _____ **State** _____ **Foundation** _____ **Other** _____

% Matching Funds Required:

Line Items to be used for Grant:

Revenue:

Expenditure:

Brief description of how the grant is consistent with Killington's mission, strategic priorities, and/or adopted plans:

Conditions:

Applicable Match *(Describe the financial requirements of the Town for the grant)*	
In Kind Allowed *(Does the Town have the ability to meet the grant requirement with means other than cash?)*	
Reimbursement Process *(What does the granting agency require for reimbursement?)*	
Post Grant Obligations *(What is required of the Town after grant work is complete?)*	
Plan to meet obligations	

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Other Notes:

Department Head: _____

The department head submitting this grant proposal is responsible for assuring that the information above is complete. This department head must also assure that the conditions of the grant are met, including assuring that the finance staff and sub-recipients understand the tracking responsibilities.

Department Head Approval: _____ Date _____

Finance Department Approval: _____ Date_____

Town Manager Approval: _____ Date_____

The Killington Selectboard hereby approves the above Grant Application on the _____ day of

_____, *20___.*

_____

_____

_____

_____

_____

Copy received by:

_____ Date: _____

Town Treasurer

2706 River Road
PO Box 429
Killington, VT 05751

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VERMONT

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Killington Town Contact List

(To be provided to granting agency at time of grant award.)

	Email	Phone
Primary Contact		
Secondary Contact		
Financial Contact		

Received for Record at Killington, VT
On 03/24/2025 At 11:55:09 am

Attest: Peggy Nelson, Town Clerk