

Policy Name: Grant Applications
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: To determine the process and means of prioritizing the District's involvement in seeking grants that will increase District services to island residents without imposing additional financial burden on them.

Reference: None applicable

Policy:

The pursuit of governmental and private grants is recognized to be of vital importance to the Park District. Such grants serve to reduce the direct financial burden on the island's residents, and facilitate the acquisition and development of park land and facilities that might otherwise not be possible.

The District will only solicit grants when it is felt that the grant or grants will serve a specific need and will be in the best interest of the District. No grant requiring a funding match of \$5000 or more will be initiated or pursued without Board approval and action specifying the funding match source that will subsequently be reflected in a revised budget.

Upon Board approval, the Executive Director and District staff will pursue the necessary grant application steps in order to secure such grants, and will keep the Board of Commissioners apprised of the progress made.

The criteria to be used when determining whether or not to pursue a grant is as follows:

- Project must appear in the Park District's current Capital Improvement Plan or be included in an updated version.
- Program grants must relate to the Park District's mission statement and relate directly to program activities under the supervision of a division director.
- Projects that require a funding match of over \$5000 must receive Board approval prior to submittal.
- Grants that require the submitting organization to have specific 501c(3) status must have an existing partnership agreement approved by the Board for the project or program element prior to the grant submittal.

Approved grants will be reflected in the appropriate District budget as a line item for prospective revenue.

It should be noted that nothing will bind the District's future actions in relation to a proposed grant source should funding match or project/program viability be determined unfeasible.

The Park District reserves the right to charge a fee for services wherever deemed appropriate.