

Procedures for Grants

Below are the procedures required for the research, application, and implementation of grants in the Park District.

Research of Grants

Staff shall always be looking for grants opportunities on the regional, state, federal, and local levels. The Director of Marketing & Customer Service has the primary responsibility for the review of grant opportunities who will work with appropriate staff with knowledge in applicable area to determine the viability of the grant application. All grant opportunities should be vetted through the Director of Marketing & Customer Service.

All potential grants should be reviewed for congruency with the Park District's Capital Improvement Plan and budget. If opportunities arise that are not in either plan for a grant that staff would like to apply for, they should prepare recommendations for adjustments to the Capital Improvement Plan and/or budget to present to the Park Board of Commissioners.

Grant Applications

The Director of Marketing & Customer Service is responsible for coordination of grant applications. Prior to completing any application, staff will ensure that proper measures are in place for the Park District to fulfill any terms of the possible grant award including funding, studies, engineering, etc. Depending on the amount of work necessary to complete the grant application, or the importance or size of the award, the Park District may contract the services of professional grant writers. Some grants may require board approval before the Park District may submit an application. In this case, staff should factor this extra step into the grant application process and timetable.

Grant Awards

Once a grant is awarded, the Park District will begin preparations to fulfill the requirements of the grant. Oversight of grant requirements will be completed by the Director of Marketing & Customer Service with assistance from the Assistant Superintendent of Buildings & Grounds for capital projects or the Director of Finance for all other projects. All projects will start and end within the time frame set out by the grant. Sometimes in the course of completing a grant project, a change to the original plan submitted in the grant application is needed. Grantors may require approval of any change orders; in this instance staff must complete this process and receive approval from the grantor before executing the changes.

Payment applications should be submitted to the grantor once all requirements have been met (typically within 60 days of the end of the project). Grants that require a CPA certification will be completed by the Park District's auditing firm prior to the applicable for payment.