



# GRANTS POLICY

Policy Number: 044

Effective Date: 5/27/2015  
Authorized by: Board of Trustees

Review Date: 5/01/2018  
Approved May 27, 2015

**1) Purpose:**

To provide direction on the requirements for identifying, applying, approving and contracting of grants.

**2) Scope:**

This policy applies to the fiscal and programmatic accountability of Federal and State funds, and other assets, awarded to Timberland Regional Library (TRL).

**3) Background:**

The TRL Board of Trustees, under *RCW 27.12.210*, has the authority to adopt rules for the efficient management and control of TRL, including applications for grants and accounting for expenditure of public funds.

**4) Definitions:**

Grants: Grants are funding that frequently come with special requirements that must be followed. 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. They include direct awards or those that require matching funds.

**5) Policy:**

- A. Grant determination, approval, and administration shall be coordinated with the Library Director's authorization.
- B. All grant contracts will be authorized in accordance with TRL's Signatory Authority policy.
- C. Prior to application for any grant, consideration will be provided of the following:
  - 1. Grant applications require advance notice. Any department or library seeking a grant will seek advance approval from the Library Director so that the effects on operational requirements can be reviewed and understood. Operational considerations may include grant management, budget implications, cash flow impacts, purchasing requirements, asset maintenance, financial and narrative reporting, and workload and compliance requirements.
  - 2. Grants must be consistent with TRL's mission, strategic priorities, and/or adopted plans. A formal strategic analysis, or statement of how the grant furthers the TRL mission or strategies will be reviewed and either approved or denied by the Library Director prior to commencement of the application.



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3. A cost/benefit analysis will be reviewed by the Library Director prior to an approval. The cost/benefit analysis may include examining matching funds and any other direct costs associated with a grant, in-kind contributions, audit and close-out costs, and potential requirements and costs that extend beyond the grant period.
  4. A detailed understanding of grant terms and conditions and how the grant will be monitored shall be included in the analysis.
- D. Prior to renewal of an existing grant, consideration will be provided of the following:
1. Grant renewals require advance notice. Any department of library seeking a grant renewal will seek advance approval from the Library Director so that the effects on operations requirements can be reviewed and understood. Operational considerations may include grant management, budget implications, cash flow impacts, purchasing requirements, asset maintenance, financial and narrative reporting, and workload and compliance requirements.
  2. Grants must be consistent with TRL's mission, strategic priorities, and/or adopted plans. A formal strategic analysis, or a statement of how the grant has furthered the TRL mission or strategies, will be reviewed and whether approved or denied by the Library Director prior to the renewal of the application.
  3. A cost/benefit analysis will be reviewed by the Library Director prior to a grant renewal. The cost/benefit analysis may include examining matching funds and any other direct costs associated with a grant, in-kind contributions, audit and close-out costs, and potential requirements and costs that extend beyond the grant period.
  4. A detailed understanding of the grant terms and conditions and how the grant will be monitored shall be included in the analysis.
  5. Background checks are required for all rehires separated for longer than 90 days.
  6. Grant renewals require that an evaluation of the impacts of grant funded programs or assets will be completed prior to the decision of continuing the grant. Such an analysis should include a review of actual costs and the potential benefits of using those costs for other purposes.

**6) References:**

Signatory Authority Policy.

**7) Citations:**

*RCW 27.12.210.*



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*By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.*