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OGEMAW COUNTY CLERK  
GARY R. KLACKING

CAREN PIGLOWSKI  
ADMIN. ASSISTANT

COUNTY OF OGEMAW  
34TH JUDICIAL CIRCUIT

June 2, 2006

TO: ALL ELECTED OFFICIALS/DEPARTMENT HEADS/  
ELECTED OFFICIALS

FROM: GARY R. KLACKING *Garn*

RE: PROCEDURES FOR APPLYING FOR GRANTS

The Ogemaw County Board of Commissioners, at the May 25, 2006 board meeting, has adopted the attached Grant Review Procedures as Ogemaw County policy.

This policy is effective immediately and should you have any further questions, please feel free to contact the Personnel and Policy Committee.

Cc: File

## DRAFT

### **OGEMAW COUNTY PROCEDURES FOR APPLYING FOR GRANTS**

In 2004, the Board of Commissioners created a "**GRANT REVIEW COMMITTEE**". The purpose of this committee was to review Grants before they were presented to the Board of Commissioners for approval. The Committee will review grants for the language and whether the County can afford to participate in the Grant and if the Grant requires any commitments/resources that are required by the County. The Board felt that time was needed to review the Grant and ask questions of the Department submitting the proposal. This Committee, after reviewing the Grant, will recommend to the Board of Commissioners whether to approve or disapprove the Grant with the reasons why. This procedure is followed even if match money is not required and even if it is a "gift" from a foundation or a corporation.

**Therefore, the following procedures must be followed to submit a Grant for review:**

1. Upon receiving the application, please advise the Grant Review Committee Chairman, in writing (please see attached form) that you have received an application for a grant, giving the Grant name, the amount, the purpose and whether there is a match required. At this time, please also state the date that the completed application has to be mailed.
2. Immediately after you have filled out the application, give 3 copies to the chairman of the Grant Review Committee for the Committee to evaluate. Please attach any comments you wish to make regarding the grant. Allow 2-3 weeks for the Committee to review and to present to the Board.
3. If the Committee has any questions, please make yourself available for addressing those concerns in a timely manner.
4. Upon acceptance by the Committee, it is forwarded to the Board for approval. (or discussion if the Committee recommends disapproval or approval with conditions).
5. Once accepted and approved by the Board, the Department Head is responsible for submitting the grant to the Agency involved.

6. Once the Department Head is informed that the Grant is approved, it is the responsibility of the Department Head to forward one copy each to the Clerk's Office and the Treasurer's office. At that time, the Clerk's Office and the Treasurer's office may set up line items in the budget for the revenue/expenditure.
7. **EXPENDITURES UNDER THE GRANT CANNOT BE MADE UNTIL STEPS 1-6 ARE ACCOMPLISHED.**

*Draft*

**NOTIFICATION TO GRANT COMMITTEE  
OF PENDING SUBMISSION  
OF GRANT MONIES**

DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

GRANT NAME \_\_\_\_\_

THROUGH AGENCY \_\_\_\_\_

AMOUNT \_\_\_\_\_

DUE TO AGENCY BY DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**SIGNATURE**

**TITLE**  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF SIGNED BY DIVISION HEAD, MUST ALSO  
BE SIGNED BY DEPARTMENT HEAD**