

# Community Grants Policy

## Purpose

These guidelines outline the process for a community committee or community group to submit a grant proposal to the County, in which the County will be the sole or primary grant applicant.

## Staff Contact

Contact the Budget & Special Programs Analyst in the Office of Management and Budget, as soon as interest in applying for a grant opportunity is identified, at 434-872-4516

## Criteria

During the review process, County staff will consider the following questions.

- What are the short-term budget and/or resource impacts outside of the grant funds (0-3 years)? Can the County provide this support within existing departmental budgets?
- What are the long-term budget or resource impacts outside of the grant funds (3-5 years)? Can the County provide this support within existing departmental budgets?
- Does this grant proposal require matching funds from the County? Can the County commit to providing that match, if awarded?
- Does this grant proposal require support from County departments? Have those departments agreed to provide the support, if awarded?
- Does this grant proposal compete with another grant application being submitted by the County?
- Does this grant proposal meet the grantor's criteria?
- Does this grant proposal align with the priorities identified in the adopted Capital Improvement Plan, Strategic Plan, Comprehensive Plan, and the Master Plan for this area of the County?

## Review Process

All grant proposals in which the County is the sole or primary applicant, regardless of how the proposal was initiated, must undergo the review process prior to grant submission. This process allows the County to fully vet all applications for alignment with strategic priorities, coordinate grant proposals originating in different departments, identify opportunities for collaboration across departments, understand short- and long-term resource impacts of an application, and ensure legal compliance. The timeline below represents a 16 business day review. It is ***strongly recommended that all grant proposals be submitted 30 days in advance of the submission deadline*** to allow ample time for revisions that may be necessary prior to approval.

Office of Management & Budget (4 day review)  
Deputy County Executive (3 day review)  
County Attorney's Office (5 day review)  
County Executive (4 day review)

## Supplemental Materials Required by Albemarle County

### Reporting & Compliance

For all grant proposals, a plan must be provided to the County for meeting the grantor's reporting and compliance requirements. This can include periodic narrative, data, or financial reports; audits and/or periodic site visits by the grantor; and end of project final reports. A Memorandum of Understanding (MOU) between the community organization and the County will be required to define roles and

responsibilities for all of the reporting and compliance measures required for the grant, to include at a minimum:

- Primary contact at the community committee or group and at the County
- Grant administration
- Project management and oversight
- Reporting required by the grantor, including ongoing reports and the final report
- Financial reporting

### Community Support

It is critically important that the community committee or group preparing the grant proposal support both the application and the project, if awarded. When a proposal is submitted to the County, a record of the vote by the committee or group indicating its support for the grant proposal must be provided.

### Grant Award Acceptance

When a grant is awarded to the County, the Board of Supervisors must approve acceptance of the award. Prior to that, the Memorandum of Understanding will need to be executed between the community committee or group and the County's Office of Management & Budget.