

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:

Date: February 22, 2021

Signature on File

Elfriede Roman, Superintendent

I. SUBJECT: GRANT REQUEST PROPOSAL PROCESS

II. PURPOSE:

To outline the policy for soliciting and accounting for various sources of funds for the Agency.

III. REFERENCES:

OAC 5123-4-01 Administration and Operation of County Boards of Developmental Disabilities

IV. POLICY:

A. Grant Request Proposals

Requests for Grants or other funding support for outside monies to fund designated projects must be approved by the Superintendent prior to submission to the funding entity. The requestor must work with the Finance Department and submit to the Superintendent, along with the Grant or funding application, an estimated cost associated with the grant. Included should be rental costs, lease costs, equipment maintenance costs, contractor costs, and the like with method for covering these costs. The Superintendent will initial the cost justification as well as sign the grant or funding proposal, if both are acceptable.

If the grant is approved and funds are awarded to the Board, the Finance Director will ensure proper application of fund payments. A “project code” will be assigned to the funds to track costs on the financial statements.

All purchasing and spending approvals and procedures are applicable for grant/outside funding expenditures as they are for all expenditures.

The Board and/or Superintendent reserve the right to refuse to approve any grant or other funding applications it deems unacceptable.

- V. DISTRIBUTION:**
All Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President
- VI. REVIEWED:**
2/21, 2/19