

Policy Statement

The Board of Directors of the Bucks County Free Library encourages solicitation and acceptance of grant support from foundations, corporations, government agencies and other funding organizations to further and fulfill the BCFL mission. Projects eligible for grant support must be reviewed by the BCFL Executive Director and approved by the Library Board of Directors.

Regulations

1. **Submission of Grant Applications.** All grant proposals submitted to a funding source must first be authorized for submission by a resolution of the Board of Directors. Only the BCFL Board President and Executive Director may sign grant applications.
2. **Acceptance of Grants .** The Executive Director or an approved designee are the only persons authorized to sign and accept grant awards.

Procedures

1. Department heads, branch managers, administrative leaders and key technical staff are responsible for generating funding ideas, helping to identify funding opportunities, participating in program planning and proposal writing and managing the day-to-day functions associated with a successful grant award.
2. Branches and departments may develop their own expertise in grant proposal writing and use the grant development and writing services of the BCFL Development Office as necessary.
3. The role of the Development Office in developing grant proposals is to:
 - Inform all departments about funding opportunities.
 - Assist with proposal writing.
 - Review proposals written by others on behalf of BCFL.
 - Offer grants training and technical assistance.
4. The BCFL Development Office, under the direction of the Library's Executive Director, is an organization-wide resource and point of contact for funding research, proposal writing, and grant operations. The BCFL Development Office will track and coordinate all grant planning and activity including:
 - Developing, revising and distributing the official grants policies and procedures of the Bucks County Free Library
 - Coordinating the tracking of grant applications, awards and major project management decisions associated with awarded grants.
 - Assisting departments with the interpretation and application of city, county, state, federal or other grants policies.
 - Assisting with the resolution of disputes between the Bucks County Free Library and funding sources.
 - Offering training and technical assistance services.
5. Branch managers and department heads are accountable for the grants within their jurisdiction. In cases where more than one branch and/or department is responsible for a

grant, a lead department/branch shall be designated for accountability. Each branch/department head shall:

- Appoint a grants liaison for the department.
- Designate a project manager for every grant awarded to the department.
- Implement awarded grant projects according to the terms and conditions of each grant award.
- Track grant awards and consults with the BCFL Development Office on a regular basis.
- Ensure that the grants liaison and project managers know how to assign project expense codes, complete grant drawdown forms and monitor project funding using prescribed procedures.
- Ensure that requests for grant funds are promptly submitted to minimize the advance use of internal funds. All drawdowns of grant funding must conform to internal policy as well as to policy prescribed by the funding source with respect to the receipt of grant funds.
- Ensure that project reporting requirements and deadlines for submission are observed.

6. The Library's Business Office shall:

- Have exclusive authority to deposit all grant funding received by the Bucks County Free Library into appropriate accounts.
- Establish appropriate account code assignments for charging costs to grants. (Account code assignments must not conflict with the items of cost contained in the approved grant budget.)
- Record revenues and expenditures associated with approved grants.
- Ensure that the accounting system of BCFL is capable of tracking revenue and expenditures associated with every grant award regardless of how grant funding is appropriated.
- Issue regular reports on the status of grant-funded projects to branches and/or departments and issue special reports when required by the Executive Director.
- Counter-sign grant drawdown requests, whether on an advance or reimbursement basis.
- Conduct grant compliance audits when requested by the Executive Director or Board of Directors.

Guidelines

1. In developing grant proposals, consider programs that build community, serve patrons and create partnerships with other quality service organizations.
2. Any project that may impact a library's physical space will require special consideration, must be reviewed by the Facilities Committee, and will be measured in light of the BCFL's facilities master plan.
3. Discuss any and all grant ideas with an appropriate supervisor and/or administrator before developing a proposal.