

Bucks County Free Library

Development

Grants Policy

Policy Statement

To further the library's mission, the Bucks County Free Library (BCFL) encourages grant support from government agencies, foundations, corporations, and other outside sources.

BCFL actively seeks funding for projects that allow the library to directly fulfill current strategic plan goals, strengthen existing programs and efforts, and deliver new, innovative services.

Any BCFL staff member may generate ideas for grant projects, help identify funding opportunities, plan grant-funded programs and activities, and manage grant projects. However, all grant and funding proposals submitted to any funding source, no matter how small, must first be approved by the Chief Executive Officer (CEO). This includes smaller, informal requests to organizations, such as library Friends groups, local women's and service clubs, and small businesses.

No BCFL employee except the CEO or the Associate Director may sign and accept grant awards or reports except those designated in writing by the CEO. A library Board designee will sign and accept grant awards or reports when required by the grantor.

All financial and other management of grant funds will be in compliance with the terms of the grant, BCFL policies, and applicable laws and regulations.

Regulations

The Fiscal Officer and the Development Director will:

- Review all proposed grant applications, analyzing projected return on investment and potential for high community impact as primary considerations in moving forward.
- Make recommendations to the CEO regarding approval of all grants.
- Counter-sign grant applications, drawdown requests, and reports as needed.
- Deposit all grant funds into appropriate accounts; record all revenues and expenditures. Funds received from Library Services and Technology Act (LSTA)/Federal funds will be deposited into an interest-bearing account, but will be spent immediately and the annual interest will not exceed \$100.00.

- Designate appropriate account codes for charging costs to any grant \$2,000 or more; instruct grant managers in how to properly account for expenditures from smaller grants.
- Track grant applications, awards, and project milestones associated with awarded grants.
- Issue financial reports on the status of grant-funded projects to grantors, grant managers, the CEO, and the Library Board as needed or required.
- Maintain all records of grants of \$2,000 or more consistent with requirements of the grantor and the BCFL Retention Policy.
- Conduct audits and resolve disputes as needed.

Staff and Grant Project Managers will:

- Submit requests to apply for grants for review and approval to the Fiscal Officer, the Development Director, and CEO before making any grant application.
- Provide final draft copies of grant applications to the Fiscal Officer and the Development Director for review and approval before submitting.
- Strictly follow the terms and conditions of grant awards.
- Track and provide regular reports to the Fiscal Officer and the Development Director regarding grant applications, awards, and project milestones associated with awarded grants.
- Meet all reporting requirements and deadlines.

Adopted by Board of Directors March 21, 2006

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