



CAMBRIA COMMUNITY SERVICES DISTRICT

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TO: Interested Parties

DATE: November 19, 2015

SUBJECT: **POLICY: CCSD Policy on Applying for Grants**

PURPOSE:

Grants are defined as contracts or agreements whereby the Cambria Community Services District (“CCSD”) receives funding from an outside agency to subsidize a District project or program, and for which the District has fiduciary oversight responsibility.

It shall be the policy of the CCSD to identify and apply for grants that provide additional financial resources to the District to assist in carrying out its projects and programs. This Policy has been adopted by the CCSD Board of Directors to clarify responsibility and authority for applying for grants and to provide that all grants awarded to the CCSD have been thoroughly researched, are financially feasible for the District and do not create unforeseen financial or other burdens.

POLICY:

When submitting requests for grant funding, it shall be the policy of the CCSD to solicit funds for projects or programs that are consistent with the goals of the District and to make sure that the nature of the grant is such that it can be administered in an efficient manner. Accordingly, the General Manager has sole responsibility for applying for external funding for projects and programs, subject to the provisions of this policy.

The General Manager or his or her designee has the sole authority to approve, through signature, the submission of grant applications, the acceptance of grant awards, and the execution of grant contracts and grant agreements, except for grants specifically requiring approval of the CCSD Board of Directors. All grant applications submitted by the General Manager shall be reported to the Board of Directors. Any grant that is proposed to be applied for that could have a significant financial impact on the CCSD, including those with matching requirements, must first be submitted to an appropriate subcommittee of the Board for review, and then to the Board of Directors for approval prior to submitting the application.

Grant applications often require the name and contact information for the “Project Administrator” or a similar title representing the senior authority for the CCSD. In these cases the name and requested information of the General Manager shall be provided.

Prior to application submission, all grant applications must be reviewed by the appropriate department head, who shall provide a report and recommendation regarding:

- 1.) Consistency with overall program goals of the District;
- 2.) Local match requirements and/or other budget impacts;
- 3.) Personnel requirements to implement objectives of the grant; and
- 4.) Identification of responsible staff for program and fiscal monitoring.

The General Manager shall also consult with the Finance Manager regarding any concerns relating to budget impacts, ability to meet funding matches and financial reporting requirements, and related matters.