

Blake Memorial Library
GRANTS POLICY

The Blake Memorial Library Board of Directors acknowledges its responsibility for the application and administration of all grants which are applied for, or which are granted, in the name of Blake Memorial Library, and it hereby adopts, pursuant to that responsibility, the following procedure to be followed in the application for, and administration of, such grants:

RESPONSIBILITY

The final authority for and administration of grants shall rest with the Library Director and Treasurer, subject to these procedures and to any action by the Board. Treasurer will report the expenditure of grant funds and completion of grants on a regular, mutually agreed upon basis to the Finance Committee.

APPLICATION

Applications for grants shall be prepared by the Library Director, or Assistant Library Director, or appropriate designee, as determined by the Board.

ADMINISTRATION

Grants shall be administered by the Library Director within the guidelines of the grant and the policies and procedures of the Board.

DISBURSEMENTS

The Library Director shall approve all disbursements of grant monies and shall retain copies for reconciling expenditures should the need arise during the grant period, or for full reporting and reconciling at the end of grant period. The Treasurer or Director shall be the grant fiscal officers depending on the requirements of the grant. In addition, the Director or Treasurer shall obtain prior approval of the Finance Committee for disbursements exceeding \$5,000.00.

RECEIPTS

Upon receiving grant award, the Treasurer shall record and track grant receipts, and related grant expenses, in the financial statements separately from general operation funds.

Approved by the board on: April 16, 2024