



	<p>POLICY</p>	<p>SECTION: 10.4</p>	<p>SUBJECT: Grants</p>
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Staff is encouraged to seek and pursue grant opportunities to obtain additional resources for library programs and services that will support the Library’s Five Year Strategic Plan.

All grant applications must be approved and submitted by the Library Director or his/her designee. The Library Director will notify the Library Board of Trustees and receive the Board’s approval in advance of submission of any grant applications. The Library will obtain the signature of the City’s Chief Administrative Officer (CAO), when it is necessary.

The Development Director is responsible for maintaining a file for each grant with a copy of the grant application, award letter, interim and final reports, and other required documents.

Staff members who are responsible for coordinating and managing the grant funded programs and activities are required to disperse the funds in accordance with the grant guidelines and the City policies and procedures. Copies of the interim and final status reports must be forwarded to the Development Director’s office when the reports are due.

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Approved:   **October 2005**  
 Revised:    **October 2007**  
 Reviewed:   **January 2012**