

Town of Peacham

Policy Relating to Grants

As the Town of Peacham is responsible for any grant awarded to it or any of its boards, commissions or committees – whether formal or informal, standing or temporary – the Peacham Selectboard hereby establishes and adopts the following policy.

All proposals and/or applications for grants, or amendments thereto, shall be presented to the Selectboard for its review and approval prior to the submission to the granting agency or entity. Presentation shall be made so as to allow adequate time for Selectboard review prior to the application deadline.

The Selectboard encourages grant requests to benefit the Town of Peacham, its residents and resources. However, the Selectboard acknowledges that professional and administrative support is limited. Consequently, applications for, and implementation of, grants will in most cases be left to volunteers. In an effort to insure appropriate timely implementation of such grants a point or lead person responsible for each grant must be identified prior to approval by the Selectboard.

Duties/Responsibilities of (Lead or Point Person)

Quarterly reports relative to each grant including project timelines and financial status shall be prepared and presented to the Selectboard.

All reports and accountings shall be prepared for review and approval by (Town Clerk, Town Treasurer or Selectboard.)

All invoices shall be received by the designated lead, reviewed, approved and submitted to the Town Treasurer for payment.

Approved June 17, 2009

Richard Browne, Chair

Tim McKay

Andy Cochran

The image shows three handwritten signatures in black ink. The first signature is a large, stylized 'R' for Richard Browne. The second signature is 'Timothy F. McKay' for Tim McKay. The third signature is 'Andy Cochran' for Andy Cochran.

Grant Cover Sheet

Peacham Organization, Board or Commission Seeking Grant

Lead or Point person – Name

Address

Phone Number

Email Address

Application To and/or For

Contact Person at Granting Agency - Name

Address

Phone Number

Email Address

Purpose of Grant

Time Period of Grant

Amount of Grant

Schedule of Payments

Match Required	Yes/No	Cash	Yes/No	In Kind	Yes/No
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Reporting Requirements

Grant Due Date

Application Approved By

Date

