

Village of Cambridge, NY

Grant Application Check List

Receipt of Grant	
<ul style="list-style-type: none"> • Upon receipt of a grant, the Village Board shall resolve to accept the grant and conditions of receipt. 	
<ul style="list-style-type: none"> • If necessary, a revised budget and implementation plan shall be presented for consideration of approval. 	
<ul style="list-style-type: none"> • The grant contract shall be reviewed by the Village Attorney prior to signature by the department head. 	
<ul style="list-style-type: none"> • A copy of the approved contract shall be filed with the Village Office. 	
Grant/Contract # (from grantor): _____ Accounts established: <input type="checkbox"/> Yes Date: ____/____/____ Account information provided to Treasurer, Grant Administrator and VB liaison: <input type="checkbox"/> Yes Date: ____/____/____	
Grant Management	
<ul style="list-style-type: none"> • The grant administrator and Clerk's Office shall initiate an electronic budget for the grant. 	
<ul style="list-style-type: none"> • The grant administrator shall meet with the Clerk's Office quarterly to review and compare the grant expenditures, reimbursements, projections and/or adjustments. 	
<ul style="list-style-type: none"> • All purchasing shall comply with the specifications of the contract and Village Policy. 	
<ul style="list-style-type: none"> • Copies of all purchasing documents, RFPs, bid documents, contracts, etc. shall be placed in the grant file in the Village Office. 	
<ul style="list-style-type: none"> • The grant administrator shall be responsible for completing all vouchers prior to submission to the Clerk's Office for payment. Voucher packet shall include: <ul style="list-style-type: none"> ▪ Voucher signed by the Vendor (as needed) and ▪ authorized by the grant administrator or department head 	
<ul style="list-style-type: none"> • Supporting documentation, including packing slips, invoices, etc. 	
<ul style="list-style-type: none"> • The grant administrator or the department head shall report to the Village Board quarterly on the status of the grant, including budgetary concerns, especially related to reimbursement, local matches or in-kind services, along with status of implementation of the contract deliverables. 	
<ul style="list-style-type: none"> • All grant extensions shall be approved by the Village Board. When an extension is requested, the grant administrator or department head shall justify the request in a written report, to include budget implications, to the Village Board. 	
<ul style="list-style-type: none"> • A summary report shall be provided to the Village Board upon close-out of the grant. The report shall include the following at a minimum: <ul style="list-style-type: none"> ▪ a detailed final budget ▪ impact of the grant on the Village (positive and negative) ▪ any observations relevant to future grant applications. 	
Grant Account reconciled - Final: <input type="checkbox"/> Yes _____ <div style="text-align: center;">Signature</div>	Date: ____/____/____