

Grant Applications and Grant Acceptances

Objective:	To establish County procedures for grant applications	Policy/Procedure Number:	05-12
Reference: <i>(All applicable federal, state, and local laws)</i>		Effective Date:	January 12, 1981
Legislative Policy Statement:		Responsible Department:	Finance
General Information:		Modified Date (s):	February 15, 1994
		Resolution No.:	
		Next Scheduled Review:	

I. Definitions: A grant application is any request for funds to be received and/or administered by Tompkins County, made by a County employee on behalf of the County and/or using official County stationery or using his/her official County title. A grant acceptance is an authorization to execute a contract (see [Policy 01-10](#)).

- II. Policy:**
- A.** Any grant application or pre-application as defined above must have approval of the department head and must be copied to the appropriate program committee of the County Board prior to submission to any funding source. The Program Committee is not required to act on the grant request, but may instruct the department head to withdraw the request.
 - B.** Any grant acceptance must be treated as an authorization to execute a contract and [Policy 01-10](#) must be followed.

III. Procedure: