



## Municipal Grant Conduit Policy & Procedures

### **I. MUNICIPAL POLICY: GRANT SPONSORSHIP**

#### **PURPOSE**

To establish a formal process for the Town to serve as a legal applicant or fiscal conduit for grants managed by third-party entities.

#### **AUTHORITY**

This policy is established under the authority of the Board of Selectmen.

#### **PROCEDURE**

1. **Administrative Review:** All requests must be submitted to the Town Manager 30 days before the grant deadline.
2. **Board Approval:** Following the Town Manager's recommendation, the Board of Selectmen must vote to authorize the Town's participation.
3. **Fiscal Oversight:** All funds are "Pass-Through" via a restricted Town account.

### **II. GUIDE**

#### **STEP 1: PRE-QUALIFY**

Ensure your project aligns with the most recent comprehensive plan and the Town's/Board's initiatives and has no unfunded Town mandates.

#### **STEP 2: THE PACKAGE**

Submit the *Grant Intake Form (III)*, a 1-page Project Summary, the signed MOU, and your COI to the Town Manager's Office.

#### **STEP 3: THE MEETING**

Attend the scheduled Board of Selectmen meeting to present your proposal and answer questions.

#### **STEP 4: COMPLIANCE**

Keep all receipts for 7 years and submit all reports to the Town 5 days before the submission deadline.

#### **STEP 5: LETTER OF SUPPORT & COMMITMENT**

If the application is approved by the Board of Selectmen, a letter of commitment and support will be given to the applicant.

### III. GRANT INTAKE & AUTHORIZATION

APPLICANT NAME: \_\_\_\_\_  
GRANTING AGENCY: \_\_\_\_\_  
TOTAL REQUESTED: \$ \_\_\_\_\_  
LOCAL MATCH REQUIRED?     YES  NO  
TOWN MANAGER REVIEW:     RECOMMENDED  DENIED  
BOARD OF SELECTMEN VOTE: Date: \_\_\_\_\_ Result:  APPROVED  DENIED

### IV. MEMORANDUM OF UNDERSTANDING (MOU)

#### BETWEEN

The Town of Boothbay Harbor ("The Town")

#### AND

[Organization Name] ("Applicant")

#### TERMS

1. **Liability:** The Applicant agrees to indemnify and hold the Town harmless from all claims.
2. **Insurance:** The Applicant shall provide a Certificate of Insurance (COI), naming the Town as "Additionally Insured" (\$1M minimum).
3. **Reporting:** The Applicant is responsible for all grant writing, implementation, and reporting. Reports are due to the Town Manager 5 days before the agency deadline.
4. **Disbursement:** Funds are disbursed on a **reimbursement basis** only upon receipt of verified invoices.

#### SIGNATURES

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

To the Grant Review Committee,

On behalf of the Town of Boothbay Harbor, we are pleased to submit this letter of support and commitment for the **[Project Name]** grant application, submitted in partnership with **[Name of Non-Profit/Applicant]**.

At a public meeting held on **[Insert Date]**, the Board of Selectmen voted formally to serve as the **Lead Applicant and Fiscal Conduit** for this proposal. The Town recognizes the significant community value of this project, particularly its alignment with our goals regarding **[Insert Goal, e.g., economic development, conservation, etc.]**.

As the Fiscal Conduit, the Town of Boothbay Harbor commits to the following:

- **Financial Oversight:** Maintaining a dedicated, restricted account for all grant funds.
- **Audit Compliance:** Ensuring all expenditures meet municipal auditing standards and local/state/federal procurement laws.
- **Administrative Support:** Providing the necessary legal and financial signatures required for the duration of the grant.

We have a signed Memorandum of Understanding (MOU) with **[Name of Non-Profit/Applicant]**, who will serve as the project manager and lead implementation partner. We have full confidence in their ability to execute this project successfully while adhering to all reporting requirements.

We strongly urge your favorable consideration of this application. Should you have any questions regarding the Town's role or our commitment to this partnership, please contact the Town Manager's office at 207-633-3671 or email [jlatter@boothayharbor.org](mailto:jlatter@boothayharbor.org).

Sincerely,

\_\_\_\_\_, Chair  
Board of Selectmen  
Town of Boothbay Harbor

\_\_\_\_\_  
Town Manager  
Town of Boothbay Harbor