



Grants Policy

Purpose of the Policy

The purpose of this policy is to outline procedures for the accurate and appropriate approval, use, accounting, and reporting of grant funds and records received by Duchesne County Library System (herein after, “the Library”).

Grant Procedures

All applications for grants, whether state, federal, local, or other funding, shall be approved by the Library Director. The Library Director, and grant project manager if the Library Director is not directly overseeing the grant, should be aware of and abide by all requirements of the grant contract including the following:

1. The granting agency or source.
2. Clear and concise explanation of obligations of the Library, including:
 - a. Matching funds required, and source of funds.
 - b. Continuing maintenance.
 - c. In-kind or other matching services.
3. Other contingencies of award including required acknowledgements.
4. Other agencies involved in the grant, and contributions.
5. Maximum and minimum dollar amount of grant and qualified expenditures.
6. Dates of award decision, when amounts must be spent, grant reporting, and records retention.
7. Alternative funding sources.
8. Benefit to the Library.
 - All documents shall be signed by all the parties the grant requires, which may include: the grant project manager, the Library Director, the County Clerk/Auditor, County Commission, the Library Board Chair, the administration of cooperating agencies, and the administration of granting agencies.
 - Original grant applications, awards, contracts, or other documents shall be filed and maintained at the Library Director’s office. Copies will also be provided to the grant project manager.
 - A record of all transactions and copies of invoices/receipts (revenues and expenditures) shall be maintained by the Library Director or project grant manager; and shall be submitted to the County Clerk/Auditor and granting agency. All grant transactions will

be audited annually by the auditors contracted by a third-party auditor hired by the County.

- The County Clerk/Auditor will assign appropriate general ledger account numbers and customer numbers for the grants, which may need to have their own account as required by grant obligations.
- The grant projects manager and the Library Director shall be responsible for ensuring that all grant accounting, programmatic provisions, and other requirements are met and complied with.

Policy Review

This policy shall be reviewed at least triennially by the Duchesne County Library Board of Trustees.

Reviewed: May 17, 2022

Adopted: June 21, 2022

Effective: June 22, 2022

Original Adoption: June 21, 2022