



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 Assessment & Procedures

- Applications for any type of grant 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. Whether the Library meets the eligibility requirements of the grant (scope, budget, population, etc.)
 3. Clear explanation of obligations of the Library, including:
 - a. Matching funds required, and source of those funds.
 - b. Continuing maintenance of services and/or equipment of the grant.
 - c. In-kind or other matching services.
 - d. Maximum and minimum grant amounts and qualified expenditures.
 - e. Date range when items must be purchased.
 - f. Acknowledgements of grant providers.
 - g. Dates of grant reports (interim & final).
 - h. Thank you letters to stakeholders, legislators, etc.
 - i. Tagging or identification of grant-purchased equipment.
 - j. Records retention schedules
 - k. Training required of the project manager by the granting agency.
 - l. Procedures to submit invoices for reimbursement by the granting agency.
 4. Other agencies involved in the grant, their contributions, and required letters of support or collaboration.
 5. Alternative funding sources.
- The purposes of the grant funding must align with the Library’s mission and scope of services; typically addressing a need in the Library’s strategic plan goals.
- Before applying for a grant, the benefit to the Library must be assessed and found to be in the Library’s favor, comparing the estimated return of investment—fiscally and/or socially—of the grant funds compared to the amount of time and funding the Library contributes to administering the grant.

- All documents shall be signed by all required parties, 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.
- All grant documentation 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, invoices, receipts, (revenues and expenditures) and packing slips required by the contract shall also be submitted to the County Clerk/Auditor and granting agency, and shall be audited according to the Auditor's established procedures and policies.
- 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 and reporting.

Policy Review

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

Reviewed: May 20, 2025

Adopted: June 17, 2025

Effective: June 18, 2025

Original Adoption: June 21, 2022