



Madison County Grant Office
 PO Box 278, Virginia City, MT 59755
 Phone: 406-843-4280
 Fax: 406-843-5574

Grant Office Policy

May-11

Action Items	Review Items
<p>1. Pre-Application</p> <p>Steps in the pre-application period include:</p> <ol style="list-style-type: none"> 1. A meeting between the grant office and the requestor to establish what is being requested 2. Request to be placed on the Board of Commissioners agenda 3. Approval by the Board of Commissioners to move forward with the application process 	<p>Budget Items Scope of Work</p>
<p>2. Application</p> <p>Items included in the application process include:</p> <p>All processes necessary to complete the grant application</p>	<p>Additional documents may be required by the grantor throughout the grant review process that may require signature but will be considered part of the application, unless there are changes in the conditions, scope or dollar amount</p>
<p>3. Grant Award</p> <p>All grant awards must be reviewed and approved by the Board of Commissioners</p>	

Madison County Grant Policy

1. Pre-Application

- When a department, local municipality, or organization, inquires about grant assistance they will be referred to the Grant Office.
- The Grant Office will gather information regarding the needs of the person inquiring and make sure they are eligible to receive grants. If they are not, assist them to find ways to establish eligibility. Establish the assistance needed, i.e. grant writing, grant editing, grant management, grant writing education, fundraising for matching funds, etc.
- The Grant Office will request Board of Commissioner approval to move forward with the grant application process.
 - To request placement on the agenda, contact the Commissioner's Administrative Assistant.
 - Grant Office personnel will be present at the Board of Commissioner meeting, however, the entity requesting assistance may or may not be present during the meeting.

2. Grant Application

- The Grant Office will request placement on the Board of Commissioner's agenda for approval and signature on the grant application in keeping with all grant submission deadlines.
- If approved, the Grant Office submits application.
- The Grant Office will be responsible for completing all necessary criteria to submit a complete grant application
- Grantor's interim documents:
 - Some grantors will require documents throughout the review process. When this is the case all documents need to be reviewed by the Board of Commissioners.
 - Some grantors will require signed documents from elected officials and county offices, i.e. Clerk and Recorder, Treasurer, Attorney, Finance etc. Typically when this is the case a letter with tentative or preliminary award language will be sent to the grantee. When this is the case the Grant Office will be responsible for obtaining signature/s, making sure the documents have been placed on the Board of Commissioners agenda for review and submitting the required documents to the grantor.
 - All documents that make changes to the conditions, scope, and/or dollar amount must be reviewed and approved by the Board of Commissioners.

3. Final Award letter

- A final award letter is sent by the grantor once a grant is fully approved and funded.
- All final award letters will be placed on the Board of Commissioners agenda for review and approval.
- If a grant is not funded, the Grant Office will make contact with the Grantor to thank them for the opportunity to submit a grant and to establish why the grant was not funded.

The Grant Office works closely with the Finance Office during the grant management process.