

Town of Johnson Policy: Committee Notification and Approval for Grant Pursuits

Purpose

To ensure transparency, coordination, and proper oversight, this policy establishes how and when town committees must inform the Selectboard about potential grant opportunities.

Scope

Applies to all town committees, boards, and departments pursuing external funding (federal, state, private, or nonprofit grants) on behalf of the town.

1. Early Notification Requirement

Committees must notify the Selectboard before applying for any grant that:

- Requires matching funds, in-kind contributions, or staff time commitments;
- Creates new or ongoing financial or operational obligations (e.g., future maintenance, reporting, or staffing);
- Involves infrastructure, capital projects, or property changes; or
- Commits the town to partnerships, contracts, or compliance obligations.

Notification should occur at least one regular Selectboard meeting before the submission deadline whenever possible.

2. Information to Provide

When notifying the Selectboard, the committee should provide:

- Grant name and source;
- Purpose and alignment with town goals or plans;
- Total grant amount requested and any matching fund or in-kind requirements;
- Responsible party for administering the grant;
- Deadlines for application and award decision; and
- Any known long-term obligations or risks to the town.

A written summary (1–2 pages) may be submitted in advance of the meeting to facilitate discussion.

3. Selectboard Review and Endorsement

The Selectboard will:

- Determine whether board authorization is required (based on town policy or statute);
- Approve or decline support by formal vote, if appropriate; or
- Delegate administrative sign-off to the Town Administrator or Selectboard member.

Committees may not submit applications for the above described grants representing the town without at least acknowledged receipt and approval from the Selectboard or its designee.

4. Post-Award Updates

Committees shall provide:

- Notification of grant awards, whether successful or not;
- Updates on project status and use of funds as appropriate; and
- Any changes to scope, budget, or obligations from the original proposal.

Annual summary reports should be incorporated into the committee's regular report to the town.

5. Exemptions and Streamlined Approvals

The Town Administrator or Selectboard Chair or Vice Chair may authorize streamlined notification for:

- Small grants (under \$5,000) with no match or future obligation;
- Routine programmatic grants already approved in the annual budget; or
- Renewals of previously approved grants with unchanged terms.

The full Selectboard must be notified in writing or at the next Selectboard meeting.

6. Compliance and Recordkeeping

All correspondence, applications, and awards shall be copied to the Town Administrator's office for central recordkeeping.

The Town shall serve as the fiscal agent for all grants obtained in the name of the Town; the Treasurer will manage the funds in a chart of accounts. All payments must be properly documented and all expenses receipted.

The committee or task force that obtains the grant is responsible for administering the grant, including required periodic and final reports.

The intent of this policy is to balance committee initiative with the Selectboard's need to manage town obligations responsibly and maintain public transparency.