



## Grant Checklist Policy 4.11

Board Approval Date: 06/12/2018

Supersedes Policy Dated: New

### I. Purpose

This checklist is a tool to help the County Board and staff determine if applying for a grant is in the best interest of Winona County. Before any grant application is submitted on behalf of Winona County, the County Board must review the application unless it is impractical to place it on a County Board regular meeting agenda. In these rare instances, the grant application must be approved by the County Administrator prior to application and reviewed by the County Board after the application is submitted to determine if the application will be supported or rescinded.

If the checklist is incomplete, the County Board may not support the grant application. This process does not apply to ongoing allocations, reimbursements, normal highway distributions, or grants which support current programs or services. Contact County Administration with questions about the checklist or process.

### II. Overview

Using the Grant Application Due Diligence Checklist helps to ensure that County resources are utilized efficiently and that if a grant is awarded the County has discussed the ramifications of accepting the grant. Applying for a grant does not guarantee County Board support to accept the grant if awarded to the County.

### III. Instructions

Please complete the check list and submit it to Administration as part of the Request for Board Action (RFBA). Be sure to provide plenty of time for Administration to review the check list and grant application and to include the application for consideration by the County Board at an upcoming meeting prior to the application deadline for the grant.

If the timeline for grant application does not allow for consideration by the County Board the applications must be reviewed by Administration prior to submittal. The application will then be added to a subsequent County Board meeting for consideration.



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### DUE DILIGENCE CHECKLIST

Date Completed: \_\_\_\_\_

Grant Name: \_\_\_\_\_

Grant Purpose: \_\_\_\_\_

Deadline for Application Submittal: \_\_\_\_\_

Submitting Department: \_\_\_\_\_

Department Contact: \_\_\_\_\_

	Yes	No	Criteria	Staff Explanation
<b>Purpose</b>				
1.	<input type="checkbox"/>	<input type="checkbox"/>	How will the grant benefit Winona County?	
2.	<input type="checkbox"/>	<input type="checkbox"/>	Is the grant for a study? If so, what is the purpose of the study and how will the County use this information?	
3.	<input type="checkbox"/>	<input type="checkbox"/>	Will the grant solve a specific problem or fulfill a need?	
4.	<input type="checkbox"/>	<input type="checkbox"/>	Does the grant provide direct services? Detail them.	
5.	<input type="checkbox"/>	<input type="checkbox"/>	Is the goal of the grant consistent with adopted County goals, plans, ordinances, resolutions or other policies? Explain.	
6.	<input type="checkbox"/>	<input type="checkbox"/>	Does the study, program or service provided for by the grant compete with the private sector? Explain.	
<b>Financial</b>				
7.	<input type="checkbox"/>	<input type="checkbox"/>	Does the grant require a match? Is the match in-kind or monetary? If yes, specify the match.	
8.	<input type="checkbox"/>	<input type="checkbox"/>	If the match is monetary how will it be funded?	



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9.	<input type="checkbox"/>	<input type="checkbox"/>	Has the grant budget been reviewed by Finance and Administration?	
10.	<input type="checkbox"/>	<input type="checkbox"/>	Does the grant cover indirect costs of overhead? (Finance can provide an hourly rate for indirect costs)	
<b>Sustainability</b>				
11.	<input type="checkbox"/>	<input type="checkbox"/>	Will the program or service funded by the grant be expected to continue once the grant expires?	
12.	<input type="checkbox"/>	<input type="checkbox"/>	Will the grant result in a program or service that will eventually be provided by the private sector? Explain.	
13.	<input type="checkbox"/>	<input type="checkbox"/>	If the grant includes staffing is the need expected to continue past the expiration of the grant. What is the exit strategy for the grant?	
<b>Resources</b>				
14.	<input type="checkbox"/>	<input type="checkbox"/>	Will the grant require hiring new staff? If so, will they be County employees or other? Please explain.	
15.	<input type="checkbox"/>	<input type="checkbox"/>	Will the grant increase current employee workloads? If so, how?	
16.	<input type="checkbox"/>	<input type="checkbox"/>	If the grant includes staffing has the Personnel department been consulted to see what options are available?	
17.	<input type="checkbox"/>	<input type="checkbox"/>	Will the grant require support department resources such as Information Technology, Finance, Auditor-Treasurer or Maintenance? Explain.	