

Procedures for applying for or accepting grant money

Section 7-271 Article VIII of the Racine County Ordinance regulates the process of applying for or accepting grant money from third party granting sources.

Please use the following procedures when applying for or accepting grant money:

1. If you are contemplating applying for a grant from any source, a memo describing the grant opportunity and a copy of the completed grant application must be sent to the Finance & Budget Analyst for review PRIOR to making the grant application. The Finance Director will assist the requesting department in presenting the grant opportunity to the County Executive. The grant application must be pre-approved by the County Executive prior to the application being submitted by the department. In an emergency, the County Board Chair is also approved by Ordinance to approve a grant application, but the Finance Director will initiate contact with the County Board Chair the memo and application has been reviewed.
2. If the Grant is awarded per above, the department must provide an award letter to the Finance & Budget Analyst who will then create the fiscal note and include the awarded grant on the next scheduled agenda of the Finance & Human Resources Committee.
3. If you intend to apply for and accept grant funds at the same time, a memo describing the grant opportunity and a copy of the completed grant application must be forwarded to the Finance & Budget Analyst prior to the grant application. The Finance Director will assist the requesting department in presenting the grant opportunity to the County Executive. The grant application must be pre-approved by the County Executive prior to the application being submitted by the department. In an emergency, the County Board Chair is also approved by Ordinance to approve a grant application, but the Finance Director will initiate contact with the County Board Chair once the memo and application has been reviewed. The Finance and Budget Analyst will create a fiscal note and include the memo, application and fiscal note on the next scheduled Finance & Human Resources Committee agenda.
4. In the event a grant application is submitted and outstanding beyond 6 months from the application date without receiving an award memo or other correspondence stating the grant will not be awarded, the Finance and Budget Analyst will follow up with the applying department to determine the status of the grant application. The Finance and Budget Analyst will track all outstanding grant applications and will report to the Finance & Human Resources Committee on a periodic basis on all awarded grants, outstanding grant applications and denied applications.