

Grants Policy

Purpose Statement

The Municipality of Woodstock receives grants from federal, state, and private sources to support municipal operations, capital projects, and special programs. While grants are a valuable funding resource, they often carry specific administrative, financial, compliance, monitoring, and reporting requirements, as well as defined performance periods. Failure to comply with these requirements may result in financial penalties, repayment obligations, or loss of future funding. In addition, some grants may create ongoing obligations for the Municipality, including future operating costs, capital maintenance, or replacement funding.

The purpose of this policy is to ensure that the Municipality of Woodstock maintains good standing with all grantor agencies by fully complying with the terms and conditions of awarded grants. This policy also establishes a framework for evaluating grant opportunities to ensure they are consistent with the Municipality's mission, strategic priorities, and adopted plans, rather than serving solely as supplemental funding for individual departments or programs.

Definitions:

Capital Assets: land, improvements to land, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible or intangible assets that are used in operations that have initial useful lives and typically cost in excess of \$15,000.

Grant: any source of revenue or benefit that is provided by a private, State, or federal agency for a defined purpose.

Grant Condition: any obligation placed on an award of funds to the Municipality for a particular purpose. An obligation is typically: financial or programmatic reporting, matching funds, or any other requirement that would not take place within normal operating conditions.

Applicable Standards:

2 CFR Uniform Guidance

Statements:

It is the expectation of the Trustees and Selectboard that all Town and Village departments comply fully and ethically with all grant requirements and that all grant

conditions and obligations are fully disclosed. The joint boards are responsible for ensuring that the Municipality is willing and able to meet grant requirements and that proposed grants align with strategic and operational priorities.

Board approval is required prior to acceptance of any grant exceeding twenty-five thousand dollars (\$25,000), creating an ongoing annual financial obligation of that amount, or resulting in the acquisition of a new capital asset. All other grants must receive administrative approval from the Municipal Manager. No grant funds may be accepted by the Municipality without prior approval, including grants where the Municipality serves as a subrecipient or partner.

All grants must be sponsored by a department director, chief, or operations manager. The grant sponsor is responsible for securing required approvals, disclosing all obligations, and coordinating with the Finance Department on grant administration, reporting, and compliance. The Finance Department is responsible for tracking grant revenues and expenditures, maintaining grant records in accordance with applicable regulations, and providing financial reports as needed.

Approved grant funds shall be deposited into Municipal accounts upon receipt. Non-cash grants for services or goods shall be recorded at fair value at the time received. The Municipality reserves the right to charge grants for administrative overhead. Unless explicitly approved by the Board, the Municipality assumes no obligation to continue funding grant-supported positions or programs beyond the grant period.

References:

Government Finance Officers Association (GFOA) Grants Administration and
Establishing an Effective Grants Policy Best Practice

Review/Approval: Joint Board Approval: March 24, 2025

Grant Proposal

All grants awards exceeding \$25,000, those creating a future annual financial obligation of that amount, or those acquiring a new asset must be approved by the Selectboard or Village Trustees. Grants that do not require approval of the Selectboard or Village Trustees must be approved administratively by the Municipal Manager. Reference is made to the Grants Policy for additional details.

Name of the Grant:

Purpose of Grant:

Amount of Grant: \$

Source: Federal _____ State _____ Foundation _____ Other _____

% Matching Funds Required:

Line Items to be used for Grant:

Revenue:

Expenditure:

Brief description of how the grant is consistent with Woodstock’s mission, strategic priorities, and/or adopted plans:

Conditions:

Applicable Match (Describe the financial requirements of the Municipality for the grant)	
In Kind Allowed (Does the Municipality have the ability to meet the grant requirement with means other than cash?)	
Reimbursement Process (What does the granting agency require for reimbursement?)	
Post Grant Obligations (What is required of the Municipality after grant work is complete?)	
Plan to meet obligations.	

Other Notes:


Department Head: _____

The department head submitting this grant proposal is responsible for assuring that the information above is complete. This department head must also ensure that the conditions of the grant are met, including assuring that the finance staff and sub-recipients understand the tracking responsibilities.

Department Head Approval _____ Date _____

Finance Department Approval _____ Date _____

Municipal Manager Approval _____ Date _____

 2/18/26

Eric Duffy

Municipal Manager