




FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Grants
Reference Number:	SAP-DEP-004
Effective Date:	1 January 2004
Last Revision Date:	1 March 2006
Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to establish the procedures for grant funding requests by personnel of the Albemarle County Department of Fire Rescue.

Scope:

This policy applies to all personnel.

Definitions:

Grant Administrator: The senior staff member responsible for administration of all grant programs, services, and applications.

Grant Coordinator: The staff member researching, applying for, and executing a grant.

Policy:

Application

1. Personnel wishing to obtain grant funding from an outside agency or individual must contact the senior staff member responsible for grant administration.
2. Members may conduct research on the availability and requirements of grants, but must receive approval from the grants administrator prior to making application to the funding agency or individual.
3. The grant administrator will review the grant application process with the appropriate personnel and consult with the Deputy Chief of Department.
4. Upon approval, the grant coordinator will apply for the grant with the assistance of the department grant administrator.
5. The grant coordinator (applicant) will ensure that matching funds requirements are determined prior to making application.
6. With assistance of the grant administrator, all Office of Management & Budget forms will be completed prior to application.

Administration

1. If funding is approved, the grants administrator, in conjunction with the Deputy Chief of Department, will work with the grant coordinator to assure monies are spent as intended and all invoices/documents are recorded and received to comply with grant regulations.
2. The grant coordinator is responsible for working with the department's accounts receivable and the Finance Department to assure monies are received and credited to the appropriate accounts.