

**EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 09-41

**A RESOLUTION REGARDING GRANT APPLICATIONS
BY AUTHORITIES, BOARDS, AND COMMISSIONS**

WHEREAS, the Board of Supervisors believes that it is in the best interest of the Township for Authorities, Boards and Commissions to supplement planned Township expenditures with Grants whenever practicable; and

WHEREAS, the Board of Supervisors believes efforts to obtain such Grants must be coordinated and cooperative;

BE IT RESOLVED THAT the Board of Supervisors hereby adopts the following guidelines for the Grant application process for all Authorities, Boards and Commissions:

1. All ABCs are encouraged to submit a grant application to foundations, federal, state, county, and local sources whenever possible for all expenditures over \$500.
2. To avoid multiple grant requests to the same agency from different ABCs, preliminary Board of Supervisor (BOS) approval is required prior to submission to possible funding sources.
3. The ABC must authorize grant preparation costs (from its budget) and the preparation of the grant application at a public meeting of the ABC.
4. All projects/activities are to receive preliminary BOS approval for the idea before grant-writing procedures are commenced. The following information should be submitted to the BOS.
 - a. Description of your activity/project.
 - b. What do you hope to accomplish with this activity/ project?
 - c. Who benefits and what are the benefits?
 - d. A preliminary cost estimate.
 - e. What Township resources would be required?
5. Before final BOS approval is granted, the following information is to be provided:
 - a. A one page Executive Summary
 - b. What is the total estimated cost for this project?
 - c. How did you arrive at the estimated cost?
 - d. Who are your funding partners (major and minor)?

- e. What are the Township obligations? For any applications that involve the use of Township Labor, Equipment, or Materials a memorandum from the Director of Public Works shall be submitted.
 - i. Financial
 - ii. Labor
 - iii. Equipment
 - iv. Materials
 - v. Other

 - f. What is the timetable with respect to?
 - i. Submission date for grant
 - ii. Expected grant approval date
 - iii. Expected beginning activity/project date
 - iv. Expected completion date

 - g. Who are the primary grant writers for this submission?

 - h. Who is expected to be the contractor?
6. All grant applications are to be submitted to BOS for their review and final approval one month before the submission deadline to the funding source.

RESOLVED AND ADOPTED, this 3rd day of February, 2009.

ATTEST:

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS**

Secretary

