



-Memorandum-

**Finance Department**

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**Date:** May 31, 2016

**To:** Mayor and City Councilmembers  
Douglas Faseler, City Manager

**From:** Susan Caddell *Susan Caddell*  
Director of Finance

**Subject:** Grant Application and Administration Policy

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Attached you will find a resolution and Grant Application and Administration Policy. Several of the grants we have applied for in the past have questioned whether or not the City has a formally adopted grants policy. Staff has been working on a policy and with the addition of the new Grants Coordinator, we have worked with her to complete the policy. The policy lays out the duties of the Grants Coordinator along with the duties of other staff, including the Project Manager and the benefitting department.

Staff is recommending approval of the attached policy.

Please let me know if you have any further questions.