


# City of SeaTac

## Policies and Procedures

<b>Policy Number:</b>	CW-016
<b>Policy Name:</b>	Grant Application & Acceptance Policy
<b>Department(s):</b>	Citywide
<b>Effective Date:</b>	06/22/16
<b>Supersedes:</b>	5/14/13
<b>Prepared by:</b>	Kristina Gregg, City Clerk
<b>Approved by:</b>	Joe Scorcio, Acting City Manager
<b>Signature:</b>	

**Purpose:**

To ensure that grant opportunities have City Manager and City Council (\$50,000 and above) support before grant application is made and to clarify grant acceptance procedures once the grant has been awarded. This allows the departments to pursue grant opportunities through application with confidence that the City Manager and City Council support receipt of potential future grant funds.

**Policy:**

Departments are encouraged to seek grant opportunities through a variety of grantors. Before applying for a grant, all grant opportunities must be vetted with the City Manager. If the grant is \$50,000 and above, it must also be vetted by the City Council.

**Procedure:**

Pursuant to Ordinance #12-1005 or SeaTac Municipal Code Section 3.31.190, the City Manager or designee, on behalf of the City, is granted the authority to accept grants; provided, that annual payment to the City is less than \$50,000 in value.

As such, the requesting department shall complete the Approval to Apply for a Grant portion of the City's Grant Application and Acceptance Form (attached) and route for signatures. (The City Manager reserves the right to request a formal agenda bill to vet the grant application, depending on the request.) After the application is completed, one of two procedures will be used.

1. If the grant amount requested is less than \$50,000, the City Manager may authorize the department to pursue the grant. The City Manager may also choose to brief the Council on the grant opportunity during the City Manager Comments portion of the Regular Council Meeting.
2. If the grant amount requested is \$50,000 and above, the City Manager shall brief the Council on the grant opportunity during the City Manager Comments portion of the Regular Council Meeting. Unless otherwise directed by the Council, the department shall be granted the authority to make application. In instances when the deadline for the grant

application does not allow this vetting with the Council, the relevant department head and City Manager shall discuss alternatives.

If a grant is awarded, the department shall complete the Grant Acceptance portion of the Grant Application and Acceptance Form (attached), and one of two procedures shall be used. (The City Manager reserves the right to request a formal agenda bill to accept the grant award, depending on the request.)

1. If the grant amount to be received is less than \$50,000, the City Manager will take the necessary steps to accept the grant award. The City Manager may brief the Council on the award during the City Manager Comments portion of the Regular Council Meeting.
2. If the grant amount to be received is \$50,000 and above, the Grant Applicant and Acceptance Form shall be routed to the City Clerk's Office and the grant acceptance shall be placed on the consent agenda for acceptance by the Council.

#### Links

[Grant Routing Form.dotx](#)

[Grant Approval and Routing Process](#)