

The Tiverton Town Council recognizes the importance, and value to the town, of actively seeking and applying for grants that may be beneficial to the town. Town departments, boards, commissions and employees are encouraged to actively seek and pursue grant opportunities.

The Council also recognizes that a grant may obligate the town to agree to certain conditions. These conditions might require changes to existing policies, contracts or financial obligations and budgets. It is the Council's responsibility to enter into and approve, any and all changes to these obligations.

It shall therefore be the policy of the Tiverton Town Council, from this day forward, that the following procedures shall be followed in regard to any and all grant applications being presented or pursued by any department, board, commission or town employee on behalf of the town.

1. No town department, board, commission or employee shall apply for any grant without first presenting a request to the Town Administrator. This shall include a description of the grant with a brief explanation of the expected benefits, costs and obligations associated with the grant.
2. That the Town Administrator shall review the request in a timely manner and then forward it to the Town Council with a recommendation of whether or not to pursue the grant. In those cases where the town will incur no financial or other obligation, as in the case of a legislative grant, the Town Administrator may authorize the grant application to proceed without further review. However, the Town Council will be advised of this decision at its next regular meeting. See Charter Section 503 (12) and 503 (15).
3. Upon the approval of the Town Council, whatever steps are necessary to pursue the grant may now be taken. However, under no circumstances may the grant seeker obligate the town to any actions that have not been authorized by the Town Council. See Charter Section 1211 (d)(2).
4. Upon completion of the grant application it, as well as all supporting documents, shall be submitted to the Town Administrator for review and vetting prior to submission. As a minimum the town solicitor, town labor council and town treasurer shall be asked to review any application, depending on what the application entails, and deliver an opinion. See Charter Section 803.
5. Upon completion of this review the Town Administrator shall submit the application to the Town Council with a recommendation on how to proceed. This needs to give the Town Council adequate time to do it's own review, if so desired, by the members.
6. The Town Council shall retain final authority to approve and accept, or reject, any grant proposal placing an obligation, financial or otherwise, upon the town. See Charter Section 104
7. In the event that an application requires a signature, the Town Council president, acting as Chief Executive Officer as provided for in the Town Council Governance Policy 2012-2 as amended and adopted on January 11, 2021, will be contacted to sign. This may be delegated to the Town Administrator, or to another member of the Town Council, if the Council President is unavailable.

The Town Council recognizes that a grant request may be time sensitive and may require a very rapid response. These shall be evaluated by the Town Council on a case by case basis and some, or all, of these requirements may be relaxed in that instance. With the exception that, in all cases, the Town Council shall retain the authority to finalize and accept any grant on behalf of the town of Tiverton.