

Grant Management Policy – Town of Williamstown

Effective Date: 4/13/26

Approved By: Williamstown Selectboard

1. Purpose

This policy establishes consistent procedures for applying, accepting, managing, and closing out grants to ensure compliance with funding requirements, promote transparency, and safeguard organizational resources.

2. Scope

This policy applies to all departments, programs, and staff involved in the pursuit, administration, and reporting of grants received by the Town of Williamstown.

3. Responsibilities

- **Grant Manager / Town Manager:** Oversees day-to-day grant activities, ensures deliverables are met, and maintains communication with the funder.
- **Finance Department/ Treasurer:** Tracks grant-related revenues and expenses, ensures compliance with budget restrictions, and prepares financial reports.
- **Leadership/ Selectboard:** Approves grant applications, ensures alignment with strategic goals, and authorizes budget changes.

4. Pre-Award Procedures

- All grant opportunities must be reviewed for alignment with organizational mission and capacity.
- Applications must be approved by leadership before submission.
- Budgets must be reviewed by Finance for accuracy and compliance.

5. Post-Award Procedures

- Upon award, the Grant Manager will review the grant agreement, noting reporting deadlines, allowable costs, and special conditions.
- A grant file (digital or physical) will be created containing the agreement, budget, correspondence, and reports.
- All expenditures must be coded to the correct grant account.

6. Reporting & Compliance

- Program and financial reports will be submitted on time, in the format required by the funder.
- Any changes to scope, budget, or timeline must be approved by the funder in writing.
- Records will be retained for at least 3 years after grant closeout, per legal and funder requirements.

7. Closeout

- Final program and financial reports will be submitted within the funder's deadline.
- Any unspent funds will be returned if required.
- A post-grant review will be conducted to assess outcomes and lessons learned.

8. Policy Review

This policy will be reviewed annually and updated as needed to reflect changes in regulations or best practices.

Williamstown Selectboard Signatures:








