

TRINITY COUNTY

Policy and Procedures For Presenting Supplemental Income Grant Applications and Awards

Policy Statement:

Trinity County Texas Commissioners' Court requires that all grant income not typically budgeted in the County's budget process including any applications and any awards presented to Commissioners' Court be accompanied by a standardized cover sheet (Grant Request Form) so that all aspects of the application/award can be reviewed including any required:

- Verification of applying entity as Trinity County, Texas
- Authorized Signatory as the County Judge
- Match and its source
- Obligation to continue the program past the term of the award
- Other costs to operate the program, or
- Other special circumstance that would impact the County budget or operations

Definitions: Donations and Grants can be confusing.

A GRANT is an award of financial assistance in the form of money, property, or other financial assistance paid or furnished by the federal or state government, a nonprofit foundation or organization, a local business or an individual.

A DONATION is a gift, solicited or unsolicited, to a cause in the form of financial assistance in the form of money, property or other financial assistance for programs or activities previously approved by Commissioners' Court. Donations usually do not require a proposal or application. (Does not require Grant Request Form.)

Procedures:

1) Department Heads and Elected Officials are to complete and sign a grant cover sheet and submit it with any proposal or application documents to the County Judge for review at least one week prior to Commissioners' Court. The County Judge will review the documents and, if approved, forward them to the County Auditor for review of the proposal budget and match source. The Auditor will determine if the documents may need to be reviewed by the County Attorney. The County Auditor will return the cover sheet and documents, if approved, to the Department Head or Elected Official for submission to the Commissioners' Court.

2) Department Heads and Elected Officials are to submit the executed grant cover sheet and all financial assistance documents, i.e. proposals, applications, to the Commissioners' Court for consideration and approval prior to submission to the funding agency.

