

RESOLUTION #2008-05

Whereas, the Township Board wishes to develop a policy and procedures to be followed in relation to the application of Grants for Township projects and programs, and

Whereas, the following policy and procedure has been established:

1. Any proposed project or program involving Burt Township properties or facilities requires complete plans, budgets, schedules and other specifics be filed with the Township Supervisor to present to the Board for approval.
2. All Grant Applications for or on behalf of the township or where the township is required to act as the fiduciary must be for a pre-approved project or program.
3. Any Grants with a local match requirement must be reviewed by the Township Supervisor to ensure that sufficient funds will be available for such use and are budgeted accordingly.
4. The Township Board must receive, review and approve all completed grant application packages prior to submission.
5. If the package is approved for submittal, the Township Board will submit the grant package with a cover letter of support signed by the Township Supervisor or Clerk.
6. If Grant Funds are approved by the granting agency, all funds shall be managed by the Township Office. Program or Project requirements shall be coordinated through the Township Supervisor, as necessary.
 - a. All Funds shall be received by the Township Treasurer and deposited into an account at the bank of record for disbursement by the Township Clerk.
 - b. All expenses must be submitted for payment no later than 4:00 p.m. on the Thursday prior to the regular monthly board meeting for approval to pay.
 - c. Final Reporting Requirements will be coordinated with the Township Clerk’s office and the program director or project manager.

Now, Therefore be it resolved, that the Township Board adopts the above procedure and policy for all Grant Applications effective the date of adoption of this resolution.

Adopted on motion by Kay Wampler, second by Scott Wieting.

Roll Call Vote:

Lois Leavenworth, Trustee	<u> x </u> yes	<u> </u> no
L. Scott Wieting, Trustee	<u> x </u> yes	<u> </u> no
Marc Oglevie, Treasurer	<u> x </u> yes	<u> </u> no
Kay L. Wampler, Clerk	<u> x </u> yes	<u> </u> no
Jack Hubbard, Supervisor	<u> x </u> yes	<u> </u> no

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on May 13, 2008.

Signed:

Dated:

Kay L, Wampler, Clerk

05/14/08