

## GRANT APPLICATION AUTHORITY

In order to apply for available grants that occasionally have deadlines that require immediate action or become available unexpectedly, the Brown County Library Board authorizes the Library Director or designee to apply for grants under the following conditions:

- The grant does not commit the Library Board to expenditures in excess of those reimbursed by the grant or already budgeted.
- One-time expenditures do not require new, ongoing costs above and beyond the current expenses, such as additional staffing or increases in maintenance costs
- Funds must be on-hand and earmarked for the project (or type of project) if the grant requires matching funds (e.g. Focus on Energy grants for energy efficiencies in buildings);
- The grant application is less than \$500,000; and
- The grant application requirements does not allow applications to be made through the Friends of the Library's 501(c) 3 status.

The Library Board President, or other officer when the President is not available, will be consulted prior to submission of grant application.

The Library Board will be notified of any grant applied for under these conditions and, if awarded, grant-related activity and documentation will be reported to the Library Board.