

TOWN OF LYMAN

Grant Application & Management Policy

Adopted: 2/18/2025

Amended:

PURPOSE: *The purpose of this policy is to establish a clear and structured process for identifying, applying for, and managing grants and funding opportunities in the Town of Lyman.*

To coordinate grant-writing efforts and avoid duplication, all grant applications must be approved by the Town Manager before submission, and a copy of the application and supporting documents must be filed with the Town. Volunteers may not enter into contracts on behalf of the Town and must coordinate any such work with a staff liaison or the Town Manager as appropriate.

Before submitting a grant application, committees or volunteers must present a proposal to the Town Manager detailing the scope and purpose of the grant, the anticipated outcomes, and the parties responsible for overseeing the project. The proposal must include cost estimates, any financial commitments required from the Town, including maintenance, upkeep, subscriptions and services, and a clear breakdown of matching fund requirements, if applicable. If the project involves permitting, detailed information regarding the necessary permits must be provided. It is the responsibility of the committee or volunteer(s) to gather all relevant information necessary for the grant submission unless otherwise assigned by the Town Manager. Depending on the project's scope, the Town Manager may present the proposal to the Select Board for approval.

Committees or volunteers must track all grant-related documentation and are responsible for completing any required post-grant reporting. They must also ensure that projects funded through grants are completed within the specified deadlines. They will be responsible for coordinating the project through completion unless otherwise assigned by the Town Manager.

All purchases must comply with the Town's purchasing procedure and Town Charter. If a grant project requires matching or additional funding from the Town, the committee or volunteers must follow the appropriate budgeting process for approval of funds.

To avoid delays and any unforeseen challenges, planning, budgeting, and coordination of projects should be done as early as possible. All grant-related records, whether in digital or physical format, are considered official Town records and must be submitted for records retention in compliance with Town policies. Any proposed project must align with the best interests of the Town and support its long-term objectives.

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Effective: Immediately

Jessica Picard - Chair

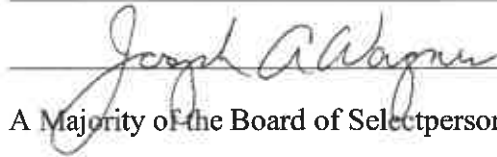


Victoria Gavel – Vice Chair



Amber Swett

Dave Alves



Joseph Wagner

A Majority of the Board of Selectpersons

Lyman, Maine