

Board of County Commissioners

Leon County, Florida

Policy No. 24-1

Title: Grant Application Approval Process

Date Adopted: January 23, 2024

Effective Date: January 23, 2024

Reference: n/a

Policy Superseded: Policy No. 98-2 “Grant Review Process” adopted May 19, 1998; Policy No. 98-3 “Grant Review Process” adopted July 14, 1998

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-3, “Grant Review Process”, adopted on July 14, 1998, is hereby repealed and superseded, and a new policy entitled “Grant Application Approval Process” is adopted in its place, to wit:

1. Approval to submit a grant application shall be delegated to the County Administrator if the grant meets one of the following criteria:
 - a. an entitlement or competitive grant; or
 - b. used for the same activity each year or to make a one-time purchase; or
 - c. does not require a cash match (can use in-kind); or
 - d. requires a cash match, if funds are available within the adopted budget and within the County Administrator’s purchasing authority.
2. When a grant application requires the Chief Elected Official’s signature for submittal, the Chair is authorized to sign such grant applications.
3. Unless the Chair’s signature is required as stated in Number 2 above, the County Administrator shall act as signatory on all County grant applications and agreements as delegated through the adopted resolution authorizing the County Administrator to execute Leon County grant applications and agreements. The County Administrator may in writing delegate grant application execution and submission to a designee.
4. The Department Director/Grants Coordinator or designee, in concurrence with the County Administrator or designee, may submit a grant application, upon written approval by the County Administrator.
5. Grants, which are annual allocations and are contemplated in the annual fiscal year budget, shall be considered approved during the final budget hearing as part of the adopted budget process, and any corresponding grant agreements shall be executed by the Chair or the County Administrator, including any and all future modifications or amendments.
6. All grants, except those budgeted as part of the annual budget process, shall be presented to the Board for approval to accept the grant and enter into an agreement.