

Town of Brooklyn
Board of Finance

Policy #:	1.001	Effective Date:	
Title:	MUNICIPAL GRANTS REQUESTING AND REPORTING REQUIREMENTS	# of pages:	2
Category:	Finance Policies	Classification:	Green
Authorized by:		Revision:	

Objective:

The purpose of this policy is to establish guidelines and procedures for the issuance of municipal grants to social service, public safety, cultural, or other similar entities. Each requesting entity shall submit a statement describing how Brooklyn Taxpayer funds granted are planned to be utilized by each recipient. After the grant period, the receiving entity shall provide a written statement as to how the grant was administered on behalf of the citizen of the Town of Brooklyn. This transparency measure aims to ensure accountability and effective allocation of taxpayer resources.

Policy:

There shall be a policy proscribing the information to be supplied by any entity requesting a grant of funds from the Town of Brooklyn. There shall be established requirements for reporting to the Town of Brooklyn the use of grant funds to be submitted no more than 90 days following the close of the entity's fiscal year.

Grant Requests:

Information necessary to be included in any grant request from the Town of Brooklyn shall include the following:

- 1) Detailed program budget for the year that the funds are requested.
- 2) A description of the direct benefits provided by the entity to the citizens of the Town of Brooklyn.
- 3) A list of all other funding amounts, including funds from other towns, grants, donations, and fundraisers, as appropriate.
- 4) An explanation of the amount requested from the Town of Brooklyn compared to the amount requested from other towns, if applicable.
- 5) Any other information requested by Board of Finance or other Board or Commission of cognizance.
- 6) Evidence of insurance naming the Town of Brooklyn and an Additional Insured for any services rendered within Brooklyn or to Brooklyn residents, as appropriate.

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Reporting Requirements:

Following the grant year for which funds were received, any entity receiving a grant from the Town of Brooklyn shall provide to the Board of Finance no later than 90 days following the close of their Fiscal Year an accounting of how the funds were used to benefit the residents and taxpayers of Brooklyn based on the following table:

Grant Amount	Reporting Requirement
Less than \$10,000	A letter stating how the grant was incorporated into the entity's operations and details on the services or benefits provided to the Town of Brooklyn.
\$10,000-\$49,999	<ul style="list-style-type: none"> • Above, plus • A copy of the entity's most recently completed financial review.
\$50,000 and above	<ul style="list-style-type: none"> • A notarized statement from the entity's Chief Executive Officer attesting to how the grant was spent by the entity to benefit the residents of the town of Brooklyn during the grant period. This should include, whenever possible the total number of agency responses/interactions by type within Brooklyn and as well as the ratio of those responses to their entire service population. • A copy of the entity's most recently completed financial audit.