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**Policy:** Grants Procedures

**Adopted by Board of Park Commissioners:** October 2022

Department personnel regularly pursue a variety of local, state, and federal grants to support the work of BPRYCS. The following process was established in alignment with the City of Bristol general policies for grants administration:

**Grant Approval Structure**

<b>Steps</b>	<b>Phase</b>	<b>Actions</b>
1	Initiation	A grant opportunity is identified that meets a fiscal or programmatic need and helps advance a department goal or objective aligned with the master and strategic plan. The Superintendent or designee reviews and determines BPRYCS meets the grant eligibility and can meet established timelines, matching requirements, staff capacity, and other key aspects of the grant.
2	Pre-Approvals	The Superintendent approves the grant proposal and places it on the Board of Park Commissioner and City Council agendas for approvals to apply.
3	Development	Once the pre-approvals have been secured, the Superintendent assigns the grant to the applicable staff person to draft the application. The City Grants Administrator may be consulted or asked to contribute to the grant development where applicable.
4	Review & Submission	The grant application is sent to the Superintendent for final review and approval before the application is submitted to the sponsoring agency.
5	Publication & Management	Upon receipt of a favorable grant award appropriate announcements will be distributed to all media channels. Assigned staff member will engage in grant administration, management and applicable reporting.

Due to the nature of grants, announcements and application deadlines can often be narrow with minimal notice. In these cases, the Superintendent reserves the rights to pursue the opportunity without board endorsement to ensure the funding opportunity is not lost. In the event that the board or City Council deny the grant, the application can be withdrawn.