



## **Grant Funds Policy**

### **Grants From Outside Sources**

South Central Regional Library Council applies for grant funding that 1) supports current programs and services or 2) pilots new and innovative programs in which members, the Board, or Advisory Committees have expressed interest via needs assessments, meetings, or visits.

#### Direct Costs

- Direct costs should be analyzed and detailed, and if practicable and allowable, included in the grant.
- Direct SCRLC costs should be included in any grant that requires a specific budget and reporting procedures.

#### Indirect Costs (Administrative Overhead, etc.)

- If administrative overhead is allowed, the maximum should be requested.
- Flexibility and trade-offs are key concepts to be used when budgeting direct costs.

#### Cost Share / In Kind Responsibility

- In Kind responsibilities need to be carefully analyzed for impact on staff time and Council operations.
- Tracking of cost share is an essential activity associated with most outside grants.

### **Grants to Members From SCRLC**

As its budget permits SCRLC offers grants to members, in support of their programs, services, and special projects.

- Grant funds shall be passed on to members in a timely manner following receipt of the funds by SCRLC.
- Generally, South Central Regional Library Council does not advance grant monies to any member prior to receiving the funds at SCRLC.
- When delayed funding is expected, recipients should be prepared either to begin the project with their own institutional support or wait until SCRLC has received the money.
- If a project is in jeopardy due to the late receipt of funds and the library cannot carry out its commitment, SCRLC may advance a partial payment. A library will be asked to use all other resources available to it before it requests SCRLC to make an advance payment. Partial payment in advance of the receipt of the grant will take into account the Council's financial situation at the time of the request.