



Town of Lyons

Grant Applications and Letters of Support Policy

Purpose

To establish guidelines for the submission of grant applications and letters of support in a manner that balances operational efficiency with appropriate Board oversight.

This policy protects the Board's authority over policy and finances while allowing staff and commissions to manage programs, preventing missed grant opportunities due to meeting schedules and creating clarity, consistency, and transparency for all parties.

Town Staff, and Board or Commission Authority

Staff and Boards or Commissions (by majority vote) may submit grant applications and letters of support without prior Board approval when **all of** the following conditions are met:

1. The grant or letter aligns with the Town's adopted plans, policies, and strategic priorities;
2. The Board of Trustees has not indicated that it does not support the program;
3. No matching funds are required, **or** required matching funds are available in the currently adopted budget;
4. The grant does not create a long-term financial, legal, or operational obligation for the Town;
5. Acceptance of the grant does not require additional staffing, creation of new programs, or expansion of services;
6. The grant does not obligate the Town beyond the current fiscal year;
7. A letter of support includes no commitment of unbudgeted Town funds, property, or services.
8. The Town Administrator (or Mayor) has signed off on the grant prior to submission.

Board Approval Required

Board of Trustees approval is required prior to submission when **any** of the following apply:

1. Matching funds over \$10,000 are required;
 2. The grant creates a multi-year financial obligation or ongoing operational cost;
 3. The grant requires acceptance of capital assets or infrastructure;
 4. The grant requires significant ongoing maintenance obligations;
 5. The grant requires execution of an intergovernmental agreement or contract;
 6. The grant represents a new or materially expanded program;
 7. A letter of support includes financial, staffing, or policy commitment.
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Notification and Reporting

- Staff and Chairs shall notify the Board of Trustees of grant applications submitted under this authority through regular Town Administrator reports.
 - Grant awards received under staff authority shall be reported to the Board through regular Town Administrator reports.
 - When a grant award requires Board approval for acceptance, staff will provide the information before accepting.
 - Emergency and/or time-sensitive grants or letters of support can have retroactive Board notification if deadlines prevent advance approval.
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Letters of Support vs. Letters of Commitment

Letters of Support (Staff or Mayor Authorized)

1. General expressions of support
2. No unbudgeted financial, legal, or policy commitment
3. Signed by the mayor when possible
4. The Board of Trustees will be notified at the earliest opportunity
5. The following explicit disclaimer language will be included:
“This letter signifies general support for the project and does not constitute a financial, legal, or contractual commitment by the Town of Lyons.”

Letters of Commitment (Board Approval Required)

1. Financial participation not previously authorized
 2. Staffing or operational obligations
 3. Binding partnership agreements
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