

Internal Grant Approval Form

Instructions

This form must be completed if you are applying for a grant, even if you expect the grant award to pass through the county to a nonprofit.

If any of the following are true, then you must request approval from the Board of Commissioners to apply for the grant.

- The grant requires county matching funds
- The grant will fund a new position that the county is expected to be sustained after the grant is finished
- The grant will fund a new program that the county is expected to be sustained after the grant is finished

To enter your grant application request on the BoC consent agenda, this form and all attachments must be submitted via email to Sandra.sublett@chathamnc.org, Elizabeth.plata@chathamnc.org, vicki.mcconnell@chathamnc.org, hope.tally@chathamnc.org, Charlie.horne@chathamnc.org, renee.paschal@chathamnc.org, lisa.west@chathamnc.org, 14 days prior to the BoC meeting. Please refer to the attached schedule so you will be sure to make the deadline.

If none of the above conditions are true then you can bypass the Board of Commissioners and email this form to lisa.west@chathamnc.org, renee.paschal@chathamnc.org, vicki.mcconnell@chathamnc.org, hope.tally@chathamnc.org at least 2 weeks prior to submitting your grant application.

Board of Commissioner Meeting Dates

The Chatham County Board of Commissioners generally meets on the first and third Monday of every month, with a few exceptions to account for holidays. Below are the meeting dates for Fiscal 2010 (July 1, 2009 through June 30, 2010) and the first part of Fiscal 2011 (beginning July 1, 2010) and the dates this form is due

BOARD MEETING

2010

January 4, 2010
January 18
February 1
February 15
March 1
March 15
April 5
April 19
May 3
May 17
June 7
June 21

FORM DUE

December 16, 2009
January 5
January 19
February 2
February 16
March 1
March 15
April 5
April 19
May 3
May 7
June 7

2011

July 19
August 2
August 16
September 7
September 20
October 4
October 18
November 1
November 15
December 13

July 5
July 19
August 2
August 23
September 3
September 20
October 4
October 18
November 1
November 15

1. Grant Information

Is a county match required for this grant application?	<input checked="" type="checkbox"/> Yes, cash match required <input checked="" type="checkbox"/> Yes, in-kind match required <input type="checkbox"/> No
Will the grant fund a new position or program that the county will be expected to continue after the grant is ended? **	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BoC meeting date for entry on consent agenda <i>(Answer only if you answered Yes to any of the above)</i>	August 16, 2010
Agency or group offering the grant	US Dept. of Housing and Urban Development; US Dept. of Transportation
Title of Grant	Community Challenge Planning Grant; National Infrastructure Investments Grant
Is this American Recovery & Reinvestment Act funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total funding being requested from the grantor	\$575,528.00
Total match required	20% for HUD; 0% for DOT
Source of match	Partial use of budgeted funds for Update of Land Conservation & Development Plan; In-Kind using staff resources
Length of grant term	36 months
Type of disbursement	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Lump sum up-front <input type="checkbox"/> Other (describe)
Reporting schedule	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Twice a year <input type="checkbox"/> Yearly <input type="checkbox"/> Other (describe)

**** If the grant will fund a position, you must submit a request for new position form to Renee Paschal and Sybil Tate prior to applying for a grant.**

2. Applicant Information

Department	<i>Sustainable Communities Development Department</i>
Contact Person and title	<i>Cynthia Van Der Wiele, Ph.D., Director</i>
County, non-profit, or other grant partners	<i>Working Landscapes</i>
Name of person responsible for grant reporting and/or administration	<i>Cynthia Van Der Wiele, Ph.D.</i>
<i>Signature of Department Head and Date</i>	

3. Grant Project Description

<p>Has the grant project or position been noted in the department work plan or Request for New Staff Resources? <i>If so, attach that document and skip to Section 4.</i></p>	<p><input type="checkbox"/> Yes, the project is included in the department work plan <input type="checkbox"/> Yes, the position has been noted in the Request for New Staff Resources <input checked="" type="checkbox"/> No – Please explain The update of the Land Conservation and Development Plan is included in the Workplan. However, this is a grant opportunity that came up after the Budget was approved.</p>
<p>Provide a brief description of the grant project.</p>	<p>Chatham County and its towns will ask citizens to articulate their vision for future development, specifically as it relates to land use, transportation, economic development and natural resources. The vision will be used to develop a detailed plan to guide local and state policies and investments.</p>
<p>What needs/issues/problems does the grant address?</p>	<p>Needed and planned update of the Chatham County Land Conservation and Development Plan and the County’s Comprehensive Transportation Plan. The Land Conservation and Development Plan was adopted in 2001 without a land use map, and the last transportation plan adopted by the state and County was the Thoroughfare Plan adopted in 1983.</p>
<p>What are the measurable goals and objectives? <i>(For help with goals and objectives, see the reference on the grant website.)</i></p>	<p>Impact the supply and accessibility of affordable housing; realize environmental benefits (lower GHG emissions, preserve open space); better farmland protection; increased participation and decision-making in developing and implementing the transportation and land use plan.</p>
<p>If the grant will fund a new position, what are the responsibilities of the position? Who will supervise the new position?</p>	<p>N/A</p>
<p>What are the major outcomes and benefits to the county that the grant will provide?</p>	<p>Adoption of an updated Land Conservation and Development Plan, including a Land Use Map, and adoption of an updated Comprehensive Transportation Plan.</p>
<p>If this is a multi-year grant, does continuation of the grant in the second year depend on meeting measurable outcomes in the first?</p>	<p>No.</p>

4. Budget and Funding—see attached.

ITEM	GRANT FUNDS YEAR 1	COUNTY/OTHER FUNDS YEAR 1	GRANT FUNDS YEAR 2	COUNTY/OTHER FUNDS YEAR 2	EXPLANATION
Salary & Benefits (use Benefit calculator)					
Grant financial oversight & reporting					
Personnel oversight					
Contracted services (program service provider, publication writing/design, speakers, consultants)					
Office supplies & equipment (photocopies, computers, printers, supplies)					
Travel & Training (mileage reimbursement, rental/fleet car usage, meals, hotel,airfare, registration fees, parking)					
Meetings and workshops (meeting space or rental fees, group meals or refreshments, handouts/notebooks, audio visual rental)					
Publications – professional printing fees.					
Communication (postage, telephone, internet access, advertising)					
Office space (space, utilities, furnishing)					
Dues & Subscriptions					
Capital Outlay (vehicles, large equipment)					
Miscellaneous (insurance, safety, other)					
TOTAL COST					