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## City of New Bern Grant Process

Effective Date: January 1, 2017

1. Pre-Application - Request Board of Aldermen approval (resolution) to submit application when required by Grant Agency (as required by the grant for matching fund requirements)
2. Departments complete the application forms and submit copies to Accounting for review prior to submitting to grantor.
3. Upon receipt of the award letter, Accounting receives a copy from the department so an amendment can be prepared to accept the grant and establish the budget. Some grants require a separate Board resolution to accept the grant; in these instances, the resolution (prepared and submitted by department) and amendment to establish the budget should be coordinated to go on the same Board agenda.
4. Departments submit budget revisions to Accounting for review and submission to Finance Director for signature.
5. Department's complete progress reports based on the schedule determined by the grantor (usually quarterly) and Accounting receives a copy for the grant file.
6. All financial reports, including closeouts, go to Accounting for review & approval prior to submitting to grant agency.
7. Upon receipt of the formal closeout notification from the grantor, a copy is forwarded to Accounting to close out the grant in the financial system.



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Director of Finance