

ERIE COUNTY

GRANTS TO OTHER ORGANIZATIONS



These grants are funded by Unrestricted Gaming Revenue Funds, General Funds or other Funds from the County of Erie, PA. The awarding and/or payment of these grants will be dependent on the availability of Gaming funds and/or General Funds or other funds.

In the event grants are given through General Funds and/or other funding sources, these guidelines shall be followed and enacted.

These grants will be awarded with the residents of Erie County in mind. The intent of these grant awards is to improve the quality of life, health, welfare and well-being of the residents of Erie County, PA.

GRANT GUIDELINES

- The applicant's principal office/activities must be located in Erie County, PA.
- The project must occur in Erie County, PA.
- The organization must be tax exempt under Section 501(c)(3), as demonstrated by a copy of the applicant's IRS determination letter, or must be owned by a political subdivision of the Commonwealth of Pennsylvania.
- Applicants must be in good standing with the IRS and state and local taxing bodies.
- The organization must not discriminate on the basis of age, race, color, religion, national origin, handicap, sexual orientation, mental status, gender or gender identity in any program or activities receiving public funds.
- The applicants must agree to terms and conditions established by Erie County Government.
- No awards will be made to individuals.
- The notification will be sent to all applicants by email or hard copy.

CONTRACTING PROCESS

Following approval by Erie County, PA, the Finance Department will issue a letter of agreement to the grantee, which must be signed by an authorized officer of the organization and returned within 30 days of the date of said letter. The agreement may detail additional requirements with which the grantee must comply including but not limited to: project audit, financial grant closeout report, maintenance of records, public relations and any other information deemed relevant.

APPLICATION GUIDELINES

- All applications must be submitted to Erie County between July 1 and July 31 of this year. Applications will be available on the Erie County website.
- Applications will be sent to General Accounting. General Accounting will ensure that the application is complete and meets the required parameters outlined using the application check list.
- The applications must be accompanied by proof of insurance with indemnification holding harmless Erie County, PA.
- Any grant over \$10,000 will be awarded quarterly after receiving quarterly report of spent funds and an invoice asking for the next quarter's amount. The next quarters' amount will not be awarded if money was not spent in accordance to the guidelines of use as directed by Erie County, PA.
- Unused portion of funds shall be returned at the end of the grant year with closeout forms.

INELIGIBLE USES OF THE GRANT MONEY

Inappropriate and/or restricted use of grant funds includes:

- Debt service; travel; membership/subscriptions; conference attendance; telephone/cell phone; awards; meals; flowers; food/drink; photos; gifts; Executive/Board insurance; other similar uses.
- No real estate or capital expenditures in excess of \$1,000

FOURTH QUARTER/CLOSEOUT REQUIREMENTS

- The Fourth Quarter report will act as the Closeout Report unless additional information has been requested by the County. All recipients of funds are required to submit a closeout report quantifying the progress toward accomplishing approved deliverables.
- Fourth Quarter/ Closeout reports are due no later than 30 days after the end of the awarded year.
- All grant recipients will be required to submit financial documentation as part of the fourth quarter/closeout report.
- If it is determined that the grantee provided any material misrepresentations or that the funds were used for activities not permitted under the terms of the grant contract agreement, the grant contract agreement will be considered in default and immediate repayment will be demanded. In addition, the matter may be referred to the appropriate authorities for investigation.

QUESTIONS AND APPLICATION SUBMISSION

- Please email all questions and/or your completed application with all additional required attachments to financedata@eriecountypa.gov.
- List of Required Attachments:
 1. IRS tax exempt determination letter
 2. Latest 990 form
 3. Most recent audit and any findings
 4. Budget for funding (Use Exhibit A formatting)
 5. Proof of insurance with indemnification holding harmless Erie County, PA
 6. Most recent financial statements