

Municipal Assistance Grant Policy



The Mayor & Council of Middletown
19 West Green Street
Middletown, DE 19709

(302) 378-2711
www.middletownde.org

Town of Middletown Policy Library: Policy 1.8.1
Volume 1 – Financial Management; Chapter 8.1 – Municipal Assistance Grants
Responsible Executives: Mayor & Council of Middletown, Delaware
Responsible Office: Financial Manager
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RELATED POLICIES:

- Policy 1.5.1 – Town of Middletown Budget Policy
- Policy 1.8.2 – Town of Middletown Green Energy Grant Policy

I. Policy Statement

The Town of Middletown is a dynamic, progressive community that recognizes the importance of direct involvement with its members. The Town of Middletown strives to enhance the quality of life of its residents by supporting the initiatives of community groups and others having a mission to serve the greater good of the community.

Each Fiscal Year (July 1 – June 30), the Town of Middletown passes its operating budget in accordance with the Town of Middletown Budget Policy. The Budget may or may not appropriate funding to support local organizations. Any appropriated funds will be made available to applicants on a first-come, first-served basis. The Town of Middletown shall administer this grant program in a non-discriminatory manner, without regard to race, age, gender, creed, ethnicity or religion.

Funds available for renewable energy grants in connection with the State of Delaware mandated green energy fees are not subject to the guidelines set forth in this policy.

II. Applicant Eligibility

All applicants must be either:



- a. An organization recognized under section 501(c)(3) of the Internal Revenue Service code; or
- b. A fire, police, ambulance, or other emergency service provider within Town of Middletown town limits; or
- c. An accredited institution of higher learning having operations within Town of Middletown town limits; or
- d. An educational institution / school catering to any of the grades kindergarten through twelfth grade having operations within Town of Middletown town limits; or
- e. A community oriented program having beneficiaries in the Middletown-Odessa-Townsend area.

III. Applicant Requirements

- a. All applicants must complete and submit a Town of Middletown Application for Municipal Assistance Grant in order to be considered for a grant. Applications are available at Town Hall, via fax or mail by calling Town Hall, or via download from the Town of Middletown website (see addresses and phone numbers above).
- b. All applicants organized under section 501(c)(3) of the Internal Revenue Service code are required to furnish a copy of a current IRS Ruling or Determination Letter.
- c. All applicants are required to submit the following supporting documentation with the grant application:
 - i. A detailed budget describing the sources and uses of funding for the project, AND
 - ii. EITHER one of the following:
 - 1. Current financial statements consisting of a balance sheet and an income statement or "profit and loss" statement, OR
 - 2. The most recent IRS form 990 submission or its equivalent



Organization types outlined in sections II-b and II-d may be exempted from the requirement outlined in section III-c-ii.

- d. All successful applicants receiving a grant are required to submit a validation report to document the use of grant proceeds. The report shall be submitted to Mayor & Council no later than one year from the date of the disbursement of funds and shall include the following:

- "Validation Report" {
- i. A description of the use of funds and the benefit to the organization and the community
 - ii. Receipts or receipt affidavits validating the expenditure of funds

If any amount of the grant has not been expended after one year:

- "Progress Report" {
- iii. A budgetary timeline exhibiting the proposed expenditure of funds
 - iv. Any proposals / estimates relating to the grant project

The validation report requirements set forth in sections i. and ii. shall be met no later than six months after the complete expenditure of funds for a grant project having a duration longer than one year.

IV. Internal Control Procedure

a. Segregation of Duties

- i. The Town Clerk is responsible for the administration of the Municipal Assistance Grant Program from "request to decision." Duties include:
 - 1. Responding to all inquiries regarding the program
 - 2. Fulfilling application requests & ensuring availability of applications
 - 3. Collecting completed applications in order of receipt and submitting to Grant Review Committee



ii. The Finance Manager is responsible for the administration of the Municipal Assistance Grant Program from "decision to validation." Duties include:

1. Retrieving reviewed applications from Mayor & Council
2. Communicating with grant applicants regarding the approval / denial of grant requests
3. Processing the grant distribution to successful applicants
4. Ensuring the Town of Middletown grant distributions do not exceed budgeted grant amounts
5. Enforcing validation / progress report requirements for grant recipients

iii. Mayor & Council are responsible for making the key decisions that determine the nature of the Grant Program. Duties include:

1. Adopting the Town of Middletown operating budget in accordance with the Town of Middletown Budget Policy. The Budget may or may not appropriate funding to support local charitable organizations.
2. Appointing a grant review committee consisting of two employees, one member of Council, and two Town of Middletown residents. The purpose of the committee shall be to review grant applications and make formal recommendations to Mayor & Council to approve or deny grant applications.
3. Reviewing, approving, and denying grant applications

b. Other Regulations

- i. Mayor & Council reserve the right to deny any grant request for any reason
- ii. Mayor & Council reserve the right to approve grants for amounts different than amounts requested
- iii. The grant process is not subject to appeal. Applicants are welcome to resubmit applications in the event that grant requests are denied

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- iv. Grants will be approved in public at the regularly scheduled meeting of the Mayor and Council of Middletown.
- v. The Mayor & Council reserve the right to seek recovery of any and all grant awards that are not used for the purposes cited in the application of the successful grant applicant. If, for any reason, the Town of Middletown is forced to institute litigation to recover grant proceeds, the recipient shall be liable for any and all costs and attorney's fees incurred by the Town of Middletown and pre-judgment interest from the date the grant money is received at the maximum rate authorized under Delaware law.