

CITY OF WACO

EMPLOYEE AND DEPARTMENT REQUEST FOR GRANTS OR FINANCIAL ASSISTANCE FROM OUTSIDE AGENCIES AND ORGANIZATIONS.

Policies and Procedures

ADM-10

Amended 07/11/2008

A. Statement of Purpose:

To ensure that requests for grants or financial assistance by City of Waco employees and departments to outside agencies and organizations are consistent with established City Council goals, the City of Waco is setting forth guidelines that every application, pre-application or other form of request for grants or other kinds of financial assistance by City of Waco employees and departments must follow before making the request or filing the application or pre-application with an outside agency or organization.

B. General Policy:

The City Manager must approve all applications, pre-applications or other forms of requests for grants or financial assistance by employees, departments or City-owned facilities before the application, pre-application or other form of request is submitted to an outside agency or organization.

C. Procedures:

1. Initial Review. Municipal Directors, Administrators, and Managers shall review all applications, pre-applications or other forms of requests for grants or financial assistance from their specific organizational areas. If the Municipal Director, Administrator, or Manager finds that the grant is consistent with City Council goals and that it is in the best interest of the citizens of Waco to receive the grant or financial assistance the Municipal Director, Administrator, or Manager shall forward grant request with his or her recommendation to the City Manager.
2. City Manger Review. The City Manager will review the application, pre-application or other form of request for grant or financial assistance. If the City Manager finds that the grant is consistent with City Council goals and that it is in the best interest of the citizens of Waco to receive the grant or financial assistance the City Manager will approve and submit the grant application or request for financial assistance to the outside agency or organization.
3. City Council Approval. The City Council shall accept and approve the receipt of all grants or awards of financial assistance and make appropriations of funds as necessary.



Larry Groth, City Manager
07/11/2008