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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 100.08  
**EFFECTIVE DATE:** 07/01/2019  
**REVISED:**  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** fc  
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**SUBJECT: COMMUNITY GRANTS PROGRAM**

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**1.0 PURPOSE:**

Per Nevada Revised Statute (NRS) 244.1505, the Board of County Commissioners may award grant funding to non-profit community organizations created for religious, charitable, or educational purposes to be expended for the public benefit of Douglas County residents. This policy is to establish a process for determining funding available for the Community Grants Program each year, how applications will be solicited and reviewed, and how funding distributions will be decided.

**2.0 DEFINITIONS:**

- 2.1 *Community Grant Program* is the process by which the Douglas County Commission awards grant funding to qualified Applicants from the General Fund with a contribution from the Indigent (Social Services) Fund;
- 2.2 *Applicant* is any entity that is qualified to receive a grant from Douglas County under Nevada law and County requirements, provides a beneficial public service to Douglas County residents, and completes and submits an application according to this policy and any other applicable guidelines issued by Douglas County;
- 2.3 The *application* is a document approved by the Board of County Commissioners by which Applicants apply for Community Grant funding.

**3.0 PROCEDURES:**

- 3.1 **Grant Funding Availability:** Each year the Board of County Commissioners will determine during the budget process the amount of funding, if any, available in for use in the Community Grant Program. The Finance Department will identify the prior year ending grant fund balance available, and the amount available from the General Fund, and the Social Services Division will determine how much can be allotted to the Community Grant Program from the Indigent Fund;
- 3.2 **Notice of Funding Availability:** The Finance Department, once the amount of funding is approved by the Board of County Commissioners, will post a Notice of Funding Availability for the Community Grant Program on the County website,

- social media, and a press release in July of each year that will stay open for at least 60 days;
- 3.3 **Acceptance of Applications:** All applications submitted on time and according to posted guidelines will be received, date stamped, and recorded by the Finance Department;
  - 3.4 **Review of Applications:** A representative from the Finance Department and Social Services, at minimum, will review each application after they have been received and scanned. If an applicant or application does not satisfy the requirements of Nevada law and/or County policy, the applicant and/or application may be rejected;
  - 3.5 **Funding Considerations:** Funding may not be available every year and may not be at the same level of availability from year to year. Applicant requests should represent specific projects, not operating funds. Operational funding may be granted as an exception at the discretion of the County Commission;
  - 3.6 **Recommendation of Funding Distribution:** The representative from the Finance Department and the Social Services Department, along with any other reviewers involved, will develop recommendations for funding distribution among the accepted applicants to be considered by the Board of County Commissioners;
  - 3.7 **Level of Funding:** Not all applicants will receive the full amount requested, and all levels of funding are subject to the discretion of the Board of County Commissioners;
  - 3.8 **Distribution of Community Grant Funding:** The Staff recommendation of funding distribution will be presented to the Board of County Commissioners at a regular meeting for approval. Once the funding distribution amounts are approved by the Board, the Finance Department will prepare the resolution(s) for the next available Board of County Commissioners regular meeting. Whenever possible, each applicant being awarded funding will be announced individually and presented with their award document during the open meeting;
  - 3.9 **After awards are distributed, each recipient will be required to provide a written report within 60 days of the project or program completion that includes qualitative and quantitative information that shows how the grant funding was utilized. These reports will be presented to the Board of County Commissioners as they are received;**
  - 3.10 **If using Community Grant funds to sponsor an event, Douglas County must be identified as a sponsor by the Applicant.**
- 4.0 **RESPONSIBILITY FOR REVIEW OF PROCEDURES:**

The Board of County Commissioners, the Finance Department representative, and the Social Services representative will review this procedure as needed or at least every 4 years and will confer on lessons learned at the conclusion of each community grant cycle.