

## Guidelines for Managing Grants

Grant proposals should be for a program that is consistent with the purposes and goals of the Cooperative Extension Service.

- Grants should be used to extend and expand existing or new Extension programs.
- Grants should be written with a purpose and not for the reason of just acquiring additional funding.

If the amount of the grant is \$5,000 or more, approval of the Area Extension Director is required to determine appropriate amount of agent-time commitment.

Grants which result in the hiring of a UK employee must be approved by the Dean and Director of Cooperative Extension Service PRIOR to submission and will be handled through the College's normal grant process, which includes development of a contract between UK's Office of Sponsored Project Administration (OSPA) and the granting agency.

- Agents are not authorized to sign as the fiscal agent for the University for grants submitted through the UK Office of Sponsored Project Administration.

If the grant requires an agency match, the Area Extension Director and Regional Extension Director must be involved. Often appropriate Assistant Director and Director of Extension are involved as well.

- Agents do not have the authority to commit the value of their own time or other agency resources as match.

Inform and secure the support of the other staff in the office.

- Be specific about the commitments that need to be made by the local office and at the University level. Including the following:
  - New personnel to be hired to implement the program.
  - Amount of office space, operating costs, and materials, etc. needed.

Secure approval and support of the County Extension Council, Program Council and District Board. Develop a budget based on realistic costs.

- Include personnel costs, office operating expenses, program materials, etc.
- Often the budget does not include the total costs of operating a program. Only identified extra out-of-pocket expenses are considered. As a result, Extension pays most of the cost of conducting the program, but the grantor receives most of the credit.

A separate fund or account should be established to track the grant funds.

- Grant funds may be handled by the District Board, or Program Council if council has a treasurer.

Implementation of the grant must stay within the approved budget. The District Board Treasurer or Program Council Treasurer pays all bills.

- An accounting of the grant funds is prepared on a regular basis (monthly, quarterly, annually) according to the agreement with the grantor.

Funds to pay personnel costs are to be transferred to UK.

Any equipment that is allowed to be purchased under the grant will be inventoried and maintained by the county Extension office according to the agreement with the grantor.

An agreement on how to give credit to Extension and the grantor needs to be made in advance.

At the end of the grant period, a final report of program accomplishments and a financial accounting is prepared and submitted to the grantor.

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