

Exhibit A

Gilliam County Capital Investment Grant Guidelines

Foreword

Gilliam County is proud to provide grant funding opportunities for projects that benefit the County and its citizens. Each year the Gilliam County Budget Committee designates a portion of available discretionary funds to support local communities by making strategic capital investments in the areas of *economic development, infrastructure, and livability/quality of life*.

The **Capital Investment Grant Program** was established for the purpose of providing financial support for strategic capital investments in Gilliam County.

Eligibility Criteria

Eligible Entities:

To be eligible to apply for this grant funding the applicant must operate and/or provide services within Gilliam County and be one of the following:

- Non-Profit Organization
- Community Service Provider
- Government Agency
- Special Districts

Ineligible Entities include:

- For-Profit Businesses
- Faith Based Organizations

Allowable grant fund uses include:

- Certain Equipment Purchases
- Supplies and materials
- Contractor & Consultant Costs

Note: The Capital Investment Grant program funds requests above \$20,000. Applicants requesting \$20,000 or less should use the Special Projects Grant Program instead.

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General Guidelines

Applicants should view Gilliam County as a funding source of last resort. Applicants are expected to seek out and secure alternate funding from other sources prior to applying for this grant program.

Applications must show a minimum of 35% “match funding,” which is calculated as a percentage of the total project cost, from other sources. Match funding can be in the form of cash or in-kind contributions. Applications which demonstrate a higher percentage of match funding from other sources will be ranked higher in the review process.

The Budget Committee reserves the right to award funds at a reduced level from what is requested in the application.

All grant funds should be claimed in the fiscal year in which they are awarded.

Review Process

Applicants must submit a completed the current year Application Form, Budget Form, and Match Funding Form. Outdated or incomplete forms will not be accepted.

Applications will be submitted to the County Treasurer’s Office. Once the application deadline has closed, staff will conduct the following:

- Determine applicant eligibility. Only eligible applicants will be considered for funding.
- Review applications for completeness and accuracy. Incomplete applications will not be considered for funding.
- Determine that applications are in the proper funding pool and make adjustments as necessary.
- Review the applications and seek clarification or additional information from applicants as necessary.
- Create a staff report with recommendations which will be provided to the County Budget Committee, along with the applications, for final review and funding decisions.

Grant awards are determined by a competitive grant review process conducted during two application cycles. The Spring Cycle grant requests are considered in conjunction with the County’s annual budget process. The Fall Cycle grant requests are considered in October each year. Funding decisions are at the discretion of the County Budget Committee and will be based on the established merit review criteria. Applications that do not meet the review criteria will not be funded, and the Budget Committee may choose not to expend all available funds during the grant cycle.

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Merit Review Criteria

The following criteria will be considered in the review of grant applications:

1. ***Benefit to the County*** (*economic development, cultural and historical preservation, community and essential services provided, etc.*) **60% of Score**
2. ***Matching funds leveraged*** (*Preference will be given to applications which show greater financial contributions from other sources*) **25% of Score**
3. ***Timeliness/Necessity of Funding*** (*Why does this project need to happen this year? What would be lost if the project isn't funded? Would the project happen without County Support?*) **15% of Score**

Funding Decision

The Gilliam County Budget Committee will review the applications submitted during regularly scheduled and noticed budget meetings. Staff reports and recommendations will be provided to the Budget Committee along with the applications. The Budget Committee's funding decision is final.

Agreements

Successful applicants will be required to sign a Grant Agreement, which outlines the allowable uses of funds and reporting requirements, prior to release of funds. Grants may be provided on a reimbursement basis and require the applicant to provide proof of expenses incurred (invoices) prior to release of grant funds. Failure to comply with the requirements outlined in the Grant Agreement may preclude an applicant from being eligible for future grant offerings. Additional stipulations may be included by the County Court based on the individual circumstances of each application.

Reporting

Successful applicants will be required to report to the County Court as outlined in their Grant Agreement. This may include progress reporting, as well as a project completion report with a full accounting of grant funds expended. Failure to meet the reporting requirements of the Grant Agreement may preclude an applicant from being eligible for future grant offerings.

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Due Dates

Applications will be available 30 days prior to the due date and can be obtained from the County Treasurer's Office or downloaded from the Gilliam County Website.

The Spring Cycle application deadline is the first Friday of March at 5:00 pm.

The Fall Cycle application deadline is the fourth Friday of September at 5:00pm.

- Late submissions will not be considered for funding.
- Incomplete submissions will not be considered for funding.
- Additional materials will not be accepted after the application deadline (unless specifically requested by County Staff or the Budget Committee).