



*City of Beverly, Massachusetts*

## **GRANT PROCEDURES**

If you would like to [APPLY FOR A GRANT](#), please follow these procedures:

1. Consult with the Director of Grants if needed for assistance, grant guidelines review, match discussion, and review/proofing of your grant.
2. Submit the Grant Application Approval Form (*see attached*) at least 10 days prior to the grant deadline to obtain signatures from the Department Head, Director of Grants and Mayor. This form is available in an easy fillable PDF format on the City of Beverly webpage under “Grants Office”.

If you have been [NOTIFIED of a GRANT AWARD](#), congratulations! This process includes earmarks, donations and gifts as well. Please adhere to the following procedures so the City of Beverly is in legal compliance:

1. Alert the Director of Grants for tracking purposes and provide grant notification letter/email. All grants that are received by the City of Beverly or processed through the City of Beverly MUNIS system must be tracked, accepted/approved by the Beverly City Council.
2. The Director of Grants will generate a form letter to submit to the Mayor for signature and submission to the Beverly City Council for approval. Mayor’s Office then submits this letter directly to the Beverly City Clerk.
3. If a match is required for the grant; identify what account the match will come from; a public hearing may be required. Consult with Bryant Ayles if a discussion is warranted regarding the matching funds.
4. Send contract and any legal documentation to the Director of Grants. These will be “trafficked” by the Grants Office in an orange folder (*grants color*) to the following for approvals then submitted to the Solicitor with contract review form (*see attached*) for review/approval:
  - Finance Director – Bryant Ayles
  - Purchasing – David Gelineau
  - Grants – Catherine Barrett
  - Solicitor – Kevin Corridan
  - Then forwarded by the Grants Office to Mayor for signatures (*only the Mayor & Finance Director can sign contracts/legal documents on behalf of the City of Beverly*)



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5. If the Beverly City Council approves & accepts the grant funds, the council orders, contract, legal documentation, grant notification letter/email along with a Grant Account Set Up Form (*attached*) will be forwarded to Carol Augulewicz in Finance by Catherine. **Note:** final, signed City Council orders can take up to 10 days to receive.
6. Carol will set up the grant account with an ORG/OBJ and revenue code and email to grant awardee, Director of Grants and any other staff associated with the grant. All grant financials should be charged to this ORG/OBJ so at any point revenues and expenses can be checked.
7. Note the date that any grant reports or reimbursements are due so the grant award remains in good standing. Please request reimbursements in a timely fashion; monthly is preferred if allowed to maintain positive cash flow. Purchase orders may be needed for some projects. Grants require timely reporting in order to reapply for funding in the future.
8. If warranted, a press release will be generated for the grant award with Dept. Head/Mayor review and approval prior to issue.

**REIMBURSEMENTS:** If you have a “draw down” or reimbursement grant, it is the departments’ responsibility to request these reimbursements in a timely fashion to maintain positive cash flow. In addition, the grant should be tracked and reconciled on a regular basis so you are aware of the original grant amount, the reimbursement total to date, variance and what needs to be spent by the end of the grant period. All grant funds should be spent as indicated in the grant application. If you need assistance, please reach out to the Director of Grants or the City Accountant.

**REPORTING:** Most grants require reporting – monthly, quarterly, annually and/or a final report. It’s critical to submit complete reports on time so future grant funding is not jeopardized. It is always a good idea to call the contact person for your grant to check in, ask a few questions and to build a relationship.

You will receive prompt notification of grant status at each step as well as copies of grant documents via email and hard copy for your files. In addition, original “wet” signature copies of contracts and legal documents will be provided as needed for compliance.

Please contact the Grants Office if you need assistance as I am always available to help. Many thanks.

Catherine Barrett  
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