

POLICY: This policy sets forth the guidelines and categories governing requests for grant funds from municipalities within Nassau County. Requests for grants of General Fund ad valorem taxes may be accepted from eligible municipal organizations that plan to invest in Public Facilities within the County. The term “Public Facilities” means capital improvements that have a life expectancy of five (5) or more years, which meet a public purpose and will be available for use by the general public.

Grant funding for programs is limited and based upon available budgeted resources as approved by the Board of County Commissioners (BOCC). No expenditures made by the municipality prior to the final approval of the BOCC will be reimbursed. All grant funding will require an interlocal agreement prior to funding.

I. ELIGIBLE ORGANIZATIONS

Municipalities located within Nassau County, (Town of Callahan, Town of Hilliard and the City of Fernandina Beach) may request grants for projects for the development of Public Facilities which meet a public purpose for the benefit of the general public. The municipality may alternatively utilize a portion of their requested allocation to sponsor a Not-for-profit organization incorporated under federal and state laws as 501(c) corporations to receive grant funding for eligible public facilities.

II. GRANT FUNDING PROCESS

A written request from the governing body of each municipality is required. The request shall describe the use of the funds, how any other funding needs shall be met, and how this Public Facility shall meet the definition of a Public Facility. Additionally, if the municipality is to partner with a non-profit they shall also provide general information on the purpose of the non-profit and their support of the County citizens.

Each municipality requesting support shall be required to submit a written request within the fiscal year for which the funds shall be used. The written request must be submitted to the County Manager’s office for review and consideration. Any approval of a grant funding request by the Board of County Commissioners shall be restricted by the following items:

1. The County shall reserve the right to request additional information, as needed, prior to approval or funding.
2. Funds will not be available until after October 1 of the fiscal year for which they are requested.
3. The total budget funded for Municipal Grant Funding awards shall not exceed \$50,000 per municipality each fiscal year.
4. The grant funds may only be expended on Public Facilities as defined above.
5. Grant funds shall be committed within the fiscal year for which funds are authorized.
6. The Public Facilities shall be substantially completed within the fiscal year of the award.
7. Any funds granted shall be subject to an audit by the Nassau County Clerk of Court and Comptroller or their authorized representative.
8. Following completion of the project, the municipality shall provide a project summary

to the County Manager's office. Such information may be used for a press release as determined by the County.

9. Grant funds may only be issued by the County directly to the municipality requesting support.
10. The BOCC reserves the right to approve or deny any request under this policy.