

# **BUFFALO URBAN DEVELOPMENT CORPORATION**

## **GRANT ADMINISTRATION POLICY**

### **A. Purpose**

This grant administration policy (the "Grant Administration Policy") sets forth the requirements and procedures for the application, acceptance and administration of grant funding by Buffalo Urban Development Corporation or any of its subsidiary or affiliated companies (hereinafter "BUDC").

### **B. Grant Application Procedures (Pre-Award)**

#### **1. Pre-Application Assessment**

BUDC staff is responsible for conducting a pre-application assessment in connection with potential grant funding. When pursuing grant funding opportunities, BUDC staff shall consider the following factors:

- a. Alignment with BUDC's mission and purpose;
- b. Alignment with current or anticipated BUDC projects;
- c. Matching fund requirements, if any;
- d. Whether the grant funding includes a component that will pay or reimburse BUDC for administering the grant;
- e. Potential costs incurred by BUDC as a result of implementing the grant funding award; and
- f. Staffing capacity to administer the grant.

#### **2. Application Submission**

Prior to submission of a grant application, the BUDC staff member(s) completing the application will ensure that the pre-application assessment factors noted in Section B(1) above have been evaluated and documented on the Pre-Application Grant Assessment, the form of which is attached hereto as Schedule A and made a part hereof. BUDC will retain a copy of the Pre-Application Grant Assessment in its file.

C. **Grant Acceptance Procedures**

Upon BUDC's receipt of a grant award, BUDC staff shall review the grant award notification and any grant agreements received and forward a copy of the same to BUDC legal counsel. If a grant award contains matching fund requirements that were not previously budgeted for, BUDC staff will follow the procedures for acceptance outlined in Section C(1). For all other grant awards, BUDC staff will follow the applicable procedure outlined in Section C(2).

1. **Grants Requiring Matching Funds**

The approval of the BUDC Board of Directors (the "Board") shall be required for any grant award that contains a matching fund requirement.

2. **Approval Thresholds for Grant Awards Without Matching Fund Requirements**

- a. The BUDC President and Executive Vice President are each authorized to accept grant awards on behalf of BUDC in an amount up to \$500,000 and to execute the applicable grant agreements. The President or Executive Vice President will report the acceptance of the grant award at the next BUDC Board meeting following the date of acceptance.
- b. The Audit & Finance Committee, Downtown Committee, and Real Estate Committee, as applicable, are each authorized to approve, on behalf of BUDC, the acceptance of grant awards greater than \$500,000 but not in excess of \$1,000,000. The President or Executive Vice President shall report the applicable committee's acceptance of the grant award at the next BUDC Board meeting following the date of acceptance.
- c. The approval of the BUDC Board shall be required for grant funds greater than \$1,000,000.

D. **Grant Administration**

Following the acceptance of grant funds in accordance with Section C, BUDC staff shall implement applicable mechanisms for compliance with any grant agreement requirements, including reporting obligations, recordkeeping, and monitoring.

BUDC staff should also identify whether the pass through of a grant award and its obligations is to be implemented through the execution of a subgrant agreement. Should a subgrant agreement be necessary, BUDC staff will seek authorization for entering into a subgrant agreement in accordance with the approval thresholds outlined in Section C.

E. **Procedure for Receipt and Management of Individual Donations**

BUDC, as a 501 (c)(3), tax-exempt organization is authorized to accept donations from individuals and entities. BUDC will not accept any donations that: (i) are for purposes outside of BUDC's mission and purpose; (ii) is not permitted by any applicable law; (iii) would result in BUDC violating its Certificate of Incorporation, Bylaws, or any policy or procedure applicable to BUDC; (iv) would result in the potential revocation of its status as a 501(c)(3) tax-exempt organization; (v) would be too difficult or expensive to administer in relation to their value; or (vi) would result in any other unacceptable consequence. Decisions regarding the acceptance or refusal of a donation shall be made by the President or Executive Vice President, in consultation with the Chair of the Audit & Finance Committee or the relevant BUDC committee Chair if there is a stated purpose to the donation.

BUDC shall maintain a record of any donations received, including the identity of such donors and will disclose the receipt of any donations to the Audit & Finance Committee and Board on a periodic basis.

F. **Effective Date/Amendments**

This Grant Administration Policy shall be effective as of the date that the Board approves the policy by affirmative vote of a majority of the Board and may be amended upon the affirmative vote of a majority of the Board.

Adopted: September, 2022

Re-adopted: March, 2023

Re-adopted: March, 2024

**Schedule A**

**Pre-Application Grant Assessment Form**

See attached.

# Buffalo Urban Development Corporation

## Pre-Application Grant Assessment Form

Completed By: \_\_\_\_\_

Grant Name: \_\_\_\_\_

Associated BUDC Project: \_\_\_\_\_ Project Partner(s): \_\_\_\_\_

Description of Grant (including potential funding amount and grant source):

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Does the Grant Contain a matching fund requirement? If yes, please describe. \_\_\_\_\_

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Briefly describe how the Grant aligns with BUDC's mission and purpose and any current or future BUDC Projects:

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Will the Grant, if awarded, require additional staffing or other in-kind services from BUDC? If yes, please describe.

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What costs incurred by BUDC will the Grant, if awarded, cover and not cover?

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If awarded, what impact will the Grant have on current BUDC staffing?

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