

Accepting a new Grant? – December 15, 2023

Are you accepting a new grant?

If so, make sure you have an assigned grant administrator who will ensure grant terms and conditions are met for the grantee. All grants have terms and conditions, and federal grants have special reporting requirements. Involving the County Auditor as soon as possible for technical assistance in creating a new fund is a good idea. The fund or accounting structure should be in place at the same time (or very soon thereafter) as accepting the grant.

Similarly, if there are new funding sources of any kind, the accounting structure should be set up as soon as possible. The County Auditor will provide technical assistance and requests to be contacted in advance of the need for an expenditure, a receipt, or a budget.

*Please see updated **Internal Control Manual***

<https://www.co.fairfield.oh.us/intranet/pdf/ICM.pdf> for the requirements regarding project number assignment to new grant opportunities.

Questions? Contact Bev Hoskinson beverly.hoskinson@fairfieldcountyohio.gov