

COUNTY OF WASHINGTON

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Commissioners:

David C. Burns, Chairman

Courtney Hammond, Commissioner

William Howard, Commissioner

County Manager:

Renée Gray

Administrative Assistant:

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Grant Application and Receipt/Disbursement


The Commissioners of the County of Washington encourage staff to make a best effort to take advantage of available grant programs for projects and initiatives that fit within the strategic plan of the County or any of its departments. Grant programs may be administered by various County departments but must be reviewed and approved by Commissioners prior to the submission of the applications. All grants are to be received and dispersed by the Finance Department to ensure accurate tracking.

The Finance Department will maintain an active list of all grants, both received and distributed. Departments that are awarded grant funding should contact the Finance Department immediately to be provided with the correct accounts in TRIO. All grant funding and grant disbursements should be tracked in grant specific TRIO accounts to ensure transparent reporting.


The Finance Department will provide the Commissioners and each Department Head monthly reports to ensure the grant funds are recorded properly.

Funds should be provided on a reimbursement basis and require support before issuing payment. Copies for all invoices for costs should be attached to an expenditure voucher and submitted to the Finance Department in a timely manner to ensure timely payments.

Procedure process approved (date) 10/09/25



David Burns, Chairman



Courtney Hammond, Commissioner



Billy Howard, Commissioner