Selectboard Grant Pre-Application Form Template

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VLCT's "Selectboard Grant Pre-Application Form" template can be used by Selectboards to ensure that all grant activity involving the Town is intentional, coordinated, and aligned with municipal priorities. By requiring review and approval before an application is submitted, the selectboard retains oversight of how the Town's name, assets, staff time/capacity, and financial resources may be committed—often long before a grant is awarded.

Using this template provides the selectboard with essential information in a consistent format, allowing members to quickly understand the proposed project, the Town's role, funding amounts, match requirements, and potential long-term obligations. This helps prevent situations where the Town unintentionally agrees to ongoing maintenance costs, reporting requirements, or legal responsibilities without full awareness.

It also promotes transparency and fairness. Volunteers, staff, committees, and partner organizations all follow the same process, reducing confusion and avoiding perceptions of unequal treatment. Clear documentation of approval creates an administrative record that supports accountability and protects both the selectboard and those who wish to apply for grant funds on behalf of the municipality.

Equally important, the form helps manage risk and compliance. By flagging environmental reviews, audits, ownership restrictions, and future matching requirements in advance, the selectboard can identify concerns early and decide whether a project is feasible before staff time is invested in a full application.

Overall, this template supports better decision-making, safeguards municipal resources, and ensures grants advance community goals rather than creating unintended burdens for the Town.

Feel free to use VLCT's template as-is or adapt it for the needs of your board. The goal is to help you hit the ground running, not waste time reinventing the wheel!

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Selectboard Grant Pre-Application Form Template (DOCX, 36.57 KB)

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