

Grant Coordinator Responsibilities

The Grant Coordinator reports directly to the City Manager and is responsible for coordinating citywide grant initiatives, maximizing grant funding opportunities and assisting City departments in the securing and managing of all grants. This position coordinates with department heads with regard to their specific needs to ensure grants applied for best suit departmental needs.

Once a grant has been found for which a department head would like to apply, the Grant Coordinator meets with the City Manager and the City Clerk to determine if the City's budget will allow for any mandatory local matching funds. If sufficient funds are available, the Grant Coordinator will submit a request to the City Clerk to place the request to apply for funding on the City Council agenda for review and approval by the Council Board. Once the specific grant funding has been approved by Council, the Grant Coordinator then works with City staff as necessary during the application process to gather all mandatory information such as financial reports, statistical data, demographic information, etc. as part of the application submittal process.

The Grant Coordinator is solely responsible for coordinating with the funding agencies during the application process, in addition to pre award reporting requirements, post award reporting requirements and grant closing documentation.

The Grant Coordinator is not authorized to research or assist any private person, entity or organization with securing grants that do not directly benefit the City of Gautier, as this would be a conflict of interest.