

San Francisco Public Library Commission Policy Manual

Grants Policy

Policy # 403

Administration

Adopted: Dec '97

It is the policy of the San Francisco Library Commission that upon the recommendation of the City Librarian the Library apply for, accept, and expend grant moneys which adhere to or enhance the mission, roles, goals, and objectives of the library.

It is the policy of the San Francisco Library Commission that the City Librarian not approve any grant unless grant funded staffing or any other commitment of Library resources or funds either ends with the expiration of the grant, additional grant funding becomes available, or budgetary provision be made to continue the grant funded activities beyond the term of the grant.

After completion of the internal control procedures for grants, the City Librarian shall prepare a quarterly status report on all active grant projects for the San Francisco Library Commission.