

CPC Policy Regarding Grant Expirations and Extensions

The applicant/grantee will be responsible for the timely execution of the grant agreement or the grant contract and/or grant restrictions as prepared by the Town and its representatives.

All applicant/grantees are required to make quarterly reports (by March 31, June 30, September 30, and December 31) to the CPC as to their percent of progress (100% being the end of use of CPC funds) and the reasons thereof. The lack of such reporting will be a consideration against any extension request.

Should the grantee request an extension, they must inform the CPC of their request in writing, or by email, at least 60 days prior to the Select Board meeting considering their extension, stating the following:

1. the reason(s) they have not expended the funds as requested in their application,
2. the purposes for which unused funds, if extended, will be used,
3. the change in conditions they will undertake to ensure the funds are used within the extension, if such extension is granted,
4. that the total project cost is within the amount granted by the article.

Any extension may be granted for a period not to exceed one year from the current expiration date only.