

## M E M O R A N D U M

**To:** Howard Tipton, Town Manager  
**From:** Susan Smith, Finance Director  
**Report date:** February 8, 2024  
**Meeting date:** February 20, 2024  
**Subject:** Grants Update

### **Recommended Action**

None, informational only.

### **Background**

Due to the overwhelming Federal and State grant opportunities that have surfaced over the past few years, on June 30, 2023, the Town Commission approved and funded a request for a new Grant Coordinator position for the Finance Department.

The grant application process can be a very lengthy and time-consuming process. Having someone on staff with unique grant writing skills full time and in house to coordinate within our departments and representatives benefits the Town's initiatives.

Kalee Shaberts was hired as the Town's Grant Coordinator in mid July 2023, and responsible in the research, development, coordination, and administration of the Town's grant writing programs. She is also responsible for post award compliance, reporting, and accounting in the Town's records. She has direct meetings with the Town Manager, Department Directors, third party consultants, lobbyists, and regional grant coordinators. She also has prior employment experience with Sarasota County and Manatee County.

Staff will present a summary of grants in process, both applications awarded and pending approval, and provide our strategy and approach to securing grant opportunities.

### **Staff Recommendation**

None, informational only.

### **Attachment**

PowerPoint Presentation (Available from Town Clerk's Office)

**End of Agenda Item**