



Agenda
City of Clarkesville
Council Work Session
5:00 PM February 2, 2026

1. *Call to Order*
2. *Unfinished Business*
 - 2a. *Discussion of the Hotel Study*
3. *New Business*
 - 3a. *Discussion of a Fitness Court Grant*
 - 3b. *Discussion of the Grant Policy*
4. *Open Discussion*
5. *Public Comment*
6. *Consider Going Into Executive Session*
7. *Adjournment*



FITNESS COURT | ART
EVERY FITNESS COURT IS A WORK OF ART

WORK WITH LOCAL ARTISTS
NFC DESIGN STUDIO

WORLD RENOWN ARTIST GALLERY
KEITH HARING | JEAN MICHEL BASQUIAT

FITNESS COURT
WORLDS BEST OUTDOOR GYM

7 MOVEMENT FULL BODY WORKOUT
FUNCTIONAL TRAINING SYSTEM
DIGITALLY ACTIVATED | COACH IN YOUR POCKET

CORE
SQUAT
PUSH
LUNGE
PULL
AGILITY
BEND

A hand holds a smartphone displaying the Fitness Court app interface, which includes a profile section, a 'Featured Workout' with a video thumbnail, and a 'Health Stats' section with various metrics and a location pin.

NEW FOR 2025

NOW AVAILABLE FOR
**FITNESS COURTS &
FITNESS COURT STUDIOS**





FITNESS COURT | SHADE

WORLDS BEST OUTDOOR GYM JUST GOT COOLER





EXTENDED
SEASONAL USE



UV & SUN
PROTECTION



INTEGRATED
DESIGN



ENHANCED
AESTHETICS



MADE IN
USA



LONG LASTING
MATERIALS



City of Clarkesville Grant Policy

Purpose

The purpose of this policy is to establish a consistent and transparent framework for the submission, review, acceptance, administration, monitoring, reporting, and closeout of all grant applications and awards submitted on behalf of the City of Clarkesville. This ensures that all grant-related activities are aligned with city goals, comply with applicable laws and regulations, and maximize public benefit.

Scope

This policy applies to:

- All departments, offices, boards, and commissions of the City of Clarkesville.
- All grants, whether federal, state, local, or private, including reimbursement grants, matching funds, direct awards, and in-kind support.
- All phases of grant activity, including planning, application, award acceptance, administration, financial tracking, performance reporting, and closeout.

Definitions

Grant

A financial assistance award provided by an external funding source (federal, state, regional, nonprofit, or private) to support a public purpose.

Grant Application

A submission by the city or its designee to a grantor requesting grant funds.

Grant Administrator

The City official responsible for tracking compliance with this policy and all grant requirements.

Grant Application and Approval Process

Identification of Opportunities

- Departments should proactively identify grant opportunities that support the city's strategic priorities.
- Before submitting any grant application, departments must notify the Grant Administrator and provide a summary of the opportunity.

Application Approval

- All grant applications must be reviewed and approved by the City Manager or their designee prior to submission.
- The application must include project scope, budget, required match (if any), and anticipated city obligations.

Budget and Match Requirements

- Grant revenue and associated expenditures must be included in the city's budget after award.
- Any required matching funds or in-kind contributions must be identified and approved before application submission.

Award Acceptance

- The City Manager shall approve all grant awards and execute all related documents.
- No grant award shall be accepted which obligates the city to conditions inconsistent with city policies or which require financial commitments beyond available resources.

Grant Administration and Compliance

Grant Administrator Duties

The Grant Administrator shall:

- Serve as the central point of contact for all grant management activities.
- Track all reporting requirements, deadlines, and performance measures.
- Coordinate with Finance to ensure proper accounting and reporting.

- Ensure compliance with all grantor requirements, including audits.

Department Responsibilities

Departments receiving grant funds must:

- Monitor project progress and compliance with the terms of the award.
- Work with Finance on billing, drawdowns, reimbursements, and match documentation.
- Notify the Grant Administrator of any changes to scope, budget, or timelines.

Financial Management

- All grant revenue and expenditures must be recorded in the city's financial system.
- Federal and state grants must be administered in accordance with applicable Uniform Guidance or state grant rules.
- Cost allocation practices, allowable costs, and indirect cost recovery shall follow grantor requirements.

Reporting and Performance Monitoring

- Departments must submit required performance and financial reports to the Grant Administrator in sufficient time to meet grantor deadlines.
- Failure to submit reports on time may result in repayment of funds and jeopardize future eligibility.

Recordkeeping

- Complete records of all grant activity, including applications, award documents, financial records, invoices, correspondence, and reports, shall be maintained in accordance with state law and grantor requirements.
- Physical and digital records must be retained for the period required by the grantor, typically a minimum of three to five years after closeout.

Audit and Closeout

- The Grant Administrator shall coordinate audits, internal or external, related to grant awards.
- Upon project completion, departments shall prepare final reports and closeout documentation to ensure compliance and release of final funds.

Conflict of Interest

- All employees involved in grant activities must disclose potential conflicts of interest.
- City staff and officials shall not participate in the review or decision-making of grants in which they have a personal interest.

Amendments

This policy may be amended by the City Council upon recommendation of the City Manager. Amendments must be documented and distributed to all departments.

Approval

First Draft Adopted by the City Council of Clarkesville, Georgia

Effective:

Reviewed by: