



# COUNTY OF HUMBOLDT

For the meeting of: 12/6/2022

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File #: 22-1608

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**To:** Board of Supervisors

**From:** Supervisor Michelle Bushnell

**Agenda Section:** Initiated by Board Member

**SUBJECT:**

Consider Creating a New Full-Time Community Grant Coordinator Position (Supervisor Michelle Bushnell)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Consider the creation of a new full-time position for a community grant coordinator.
2. Direct staff to bring back a proposed position class number, salary range recommendations and a supplemental budget request to fund the new position for the remaining portion of the 2022-23 fiscal year (FY).
3. Provide staff with additional direction as needed.

**SOURCE OF FUNDING:**

General Fund (1100)

**DISCUSSION:**

The solicitation and use of grant funding to supplement activities related to social, community, and economic development is a common practice for local governments, non-profits, and community benefit organizations. This is especially true in rural and remote communities where resources are limited. One way to secure funding for local community governments, non-profits and community benefit organizations in these areas is to apply for and receive grant funding. However, it is typical for large organizations to have experienced grant writers, providing for a competitive advantage in seeking grant awards. To compete with these well-funded and well-staffed applicants, it would be beneficial for the Board of Supervisors to consider creating a Community Grant Coordinator position.

The Community Grant Coordinator would work collaboratively with internal and external partners to support expansion of grant activities and funding sources. The Community Grant Coordinator would be utilized to seek grant funding that supports community needs with a focused on assisting those neighborhoods, groups and/or populations who are at a disadvantage for grant writing.

The responsibilities of the Community Grant Coordinator will include performing research into grant

opportunities, tracking grant availability and sources, writing and submitting grant applications, analyzing grant feasibility and budgets, and drafting grant proposals and supporting documents. Once a grant is awarded, the funded agency would then manage the grant from that point on.

Today's agenda item asks the Board to consider the creation of a full-time position for a Community Grant Coordinator, with direction for staff to return with the specifications for the position, including which department the position should be allocated to and the evaluation criteria that will be utilized in prioritizing grant writing assistance opportunities.

FINANCIAL IMPACT:

The financial impact is dependent upon the position specifications. As this role will be focused on grant writing, future grant administrative fees may be utilized to offset a portion of the salary and benefits costs for the position. If directed, staff will return with proposed budget supplemental necessary to support this position.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by supporting business, workforce development and creation of private-sector jobs and providing community levels of appropriate services.

OTHER AGENCY INVOLVEMENT:

Local nonprofits, community groups, small agencies and districts who may utilize the Community Grant Coordinator's services.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to create a new position for a community grant writer or could change the designation from full-time to part-time. The Board could also direct staff to explore other alternate paths to help the community in securing grant funding, such as contracting for grant writing services.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A