

BRIEF OVERVIEW OF THE REGULAR GRANT PROCESS

January 17, 2013

The process begins when a request for funds (proposal) is received. The proposal is briefly reviewed by the VP-Program. He indicates what Sector (program area) the proposal falls in to, and passes it on to the Program Assistant. She will enter the request into the grants database, send an acknowledgement letter, prepare the file folder for the proposal and pass it on to the corresponding Program Officer. The Program Officer reviews, researches, and brings a recommendation to the Sector committee meeting to either award or decline the proposal.

The program staff prepares a written recommendation (GPR form) for each grant recommended. These write-ups will comprise the bulk of both the sector committee and board agenda books. Two to three weeks after the proposal deadline for the next board meeting, the Program Staff meets with the VP-Program and President to discuss their recommendations. Recommendations from this meeting are presented at the corresponding sector's committee meeting. After discussion and evaluation, the committee presents their recommendations to the full board of directors at the next board meeting.

As requests are recommended for award or declination, the Program Assistant has the responsibility of updating each proposal's codes in the database, adding the recommendations to the budget worksheet, and preparing grant histories for each write-up.

The Grants Administrator prepares the quarterly spreadsheet to track completion of various compliance items for each grant. She verifies and documents the tax-exempt status of the organization, schedules the potential payments, checks for and notes any director conflicts, and completes the database coding.

Immediately after the Board meeting, disposition of the requests are provided to the Grants Administrator. She runs the award process in the grants database and prepares for each grant a cover letter and three-page grant agreement to be signed by the VP-Program (or Director-A,I,C Programs). The Program Assistant runs the declination process in the grants database and prepares a letter of declination under signature of the corresponding Program Officer for each request turned down.

As the grant agreements are returned signed by the grantee, the Grants Administrator records the requirement in the grants database as complete, and, if there are no other conditions to be met, changes the payment from hold to scheduled in order for payment to be released.

Grant checks are processed twice a month. The Grants Administrator prepares a payment approval form for the VP-Program (or President) to sign. The signed form is given to the Accountant as authorization to cut the checks. An electronic signature is applied to checks under \$200,000 by the Grants Administrator, who then prepares a check transmittal letter under signature of the VP-Program, encloses the check and mails it.

At the end of the grant period, the grantee sends in a report on the expenditure of the grant.