

## Grant Procurement

It is the Grant Manager's responsibility to procure, oversee, and manage all grants for Safe Haven REC. All grant opportunities under \$10,000 do not need Board of Director Approval. Any grant over \$10,000, or a state or federal grant, must be approved by the Board of Directors.

If a grant opportunity is available, the following process is followed by the Executive Director:

1. All information for the grant opportunity is compiled and a rough draft of the grant request and budget is formed.
2. Information is brought to the monthly Board of Director Meeting and discussed.
3. Board of Directors approves or denies the grant request, by majority vote.
4. If approved, the Grant Manager writes the grant and sends final rough draft to the Board for review, prior to submitting the final grant writing.
5. The Executive Director notifies the board of any denials or approvals received, as well as updating the board monthly on grant requirements, progress, renewals, etc.