**FOUR COUNTY**

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| **SUBJECT:** | GRANTS PROPOSALS | | | | | | | | 10.1.006 E | |
| **SECTION:** | ADMINISTRATION | | | | | | **MANUAL:** | COMPREHENSIVE | | |
| **SERIES NUMBER:** | | | 10 | **PROCEDURE NUMBER:** | | 1 | **SEQUENCE NUMBER:** | | | 006 |
| **ORIGINATION DATE:** | | | 2-19-95 | |  | |  | | |  |
| **SUPERSEDES:** | | 10.1.006, 10.1.006A, 10.1.006B, 10.1.006C, 10.1.006D | | | | | **REVISION DATE:** | | | 2-20-13 |

PURPOSE/POLICY: To establish guidelines for implementing grant proposals.

PROCEDURE:

I. GRANT PROPOSALS AND SUBSEQUENT IMPLEMENTATION

A. Upon notification to the Agency of available grants, a Request for Grant Proposal Review must be completed and forwarded by the interested associate to the President/Chief Executive Officer for review.

B Upon approval by the President/Chief Executive Officer, a meeting will be arranged between the President/Chief Executive Officer and the associate submitting the grant review,

1. The associate initiating the grant should be prepared for the meeting with the following information:

a. Narrative of proposed program.

(1) Target population.

(2) Goals and objectives.

(3) Measurable outcomes (when possible)

b. Program description.

(1) Number of anticipated clients in program.

(2) Number of sessions per client.

(3) Duration of each session.

(4) Program supplies.

(a) Handouts per client.

(b) Pre-printed materials.

(c) Supporting material.

1. Videos.

2. Publications.

3. Equipment

1. The request for proposal will be submitted per instructions prior to the deadline date.
2. Upon acceptance of the request for proposal, a meeting will be held with the President/Chief Executive Officer, Chief Financial Officer, the appropriate department head, the associate submitting the grant proposal, the Controller, and other associates who may be involved in the implementation of the grant program.

1. Allocation of allotted funds will be announced.

2. Announcement to interested parties will be made by the appropriate director.

3. The associate submitting the grant proposal will coordinate implementation of the program to the targeted population.

4. It will be decided if any new forms must be implemented for tracking. If so, forms will be created, approved, and distributed per agency policy.

E. Tracking

1. The Controller will maintain on file a copy of the grant.

2. A new computer service code will be designated for the grant funded service, when appropriate.

3. All purchase requests pertaining to the grant will be marked accordingly.

4. Accounts payable will be notified to maintain a separate file for all grant-related costs.

F. Reporting

1. All grant-related associate hours and costs will be forwarded to the Controller for reporting to the grantor per instruction.

2. Vouchering for grant funds will be by the Controller/designee per the instruction of the grantor.

3. Copies of completed vouchers will be forwarded to the Controller for file.

4. The President/Chief Executive Officer, the appropriate project Director, and the associate submitting the grant proposal, will be advised of the on-going status of the program and its available funds.

10.1.006E

Approved by:

President/Chief Executive Officer

Board President/Designee

Signatures on file