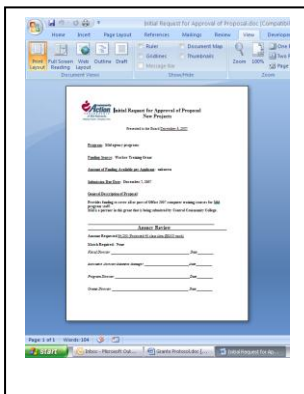


## Grants Protocol

### For New Grants

1. Research possible grant opportunities
2. If you find new program funding that you are interested in pursuing, notify the Administrative Office (Meredith Collins) and the Program Director.
3. The grant will be researched and outlined, breaking out program goals, responsibilities, and timelines.
4. A Grant Committee composed of the Program Director, Grant Writer, Business Manager and other pertinent staff will be held.
  - a. Discussion will center on need for program/possible expansion, and whether it will duplicate any partner services
5. If all members agree that this grant would be a nice fit with the agency, the process will move forward.
6. Next, the Grant Writer will meet with the Program Director and other potential program staff that will work on the project:
  - a. Brainstorming sessions on project scope, goals, and work plan will be discussed
  - b. Funding amounts, along with new personnel will be decided
  - c. Responsibilities will be assigned for each section of the grant by the Grant Writer
  - d. Timelines will be set for completion of the work
  - e. Budget and Budget narrative will be discussed with the Fiscal Director
  - f. The Grant Writer will be responsible for putting the finished application together
7. Budget and Personnel Components will be approved by the Fiscal and Human Resource Director before final submission
8. **All grants submitted must be approved by the Board of Directors.** Please e-mail Kyla the basic information and amount requested prior to that month's Board meeting.
9. The finished application will be signed off on with the ***Request for Approval Proposal Sheet*** by the Chief Executive Officer, Business Manager, and the Fiscal Director.
  - a. The Request for Approval Proposal sheet should be submitted for review one week before the grant deadline so there is time to correct any errors or make additions to the grant.





### United Way Grants Protocol

1. As soon as notification of any United Way grant application is received, it will be shared with all Program Directors. Contact Martha Stribling, the Program Director, and other program staff who may be involved in the writing process.
2. All applications (hard copy or via e-mail) shall be distributed to all pertinent staff who will review the application.
3. Program staff will meet with all members of the team who will work on the United Way grant.
  - a. Responsibilities will be assigned for each section of the grant.
  - b. Timelines for completion of the work will be decided.
  - c. Funding amounts will be decided.
  - d. Budget and Budget narrative will be discussed with the Fiscal Director.
  - e. The writing/review process will be a give and take process between the Program Manager/Director and the Grants Department. Revisions will be made until a quality, finished product is mutually arrived at.
4. **All grants to be submitted must be approved by the Board of Directors.** Please e-mail Kyla Martin the basic information and amount requested prior to that month's Board meeting.
  - a. Reminder: Any pages requiring Board of Director signatures need to be sent to Kyla Martin prior to the Board meeting date.
5. **The finished application will be signed off on with the Request for Approval Proposal Sheet** by the Chief Executive Officer/the Business Manager, the Program Director, and the Grants Department **before** final copies are made and the application is sent to the funding source.
  - a. The Request for Approval Proposal sheet attached to the grant should be submitted for review one week before the grant deadline so there is time to correct any errors or make additions to the grant.
  - b. If at any time during the review of the final product an error/addition/correction is found by any of the above mentioned persons, the changes will be made accordingly.
6. Martha Stribling at the Admin office will be responsible for putting the finished application together, making all required copies, (including internal copies, to Admin., Program Director, etc.) and returning to the funding source.

## On-going Grants

1. The Program Director and designated program staff will be responsible for writing and compiling all information (including grant attachments) for on-going grants.
2. Budget and Personnel Components will be approved by the Fiscal and Human Resource Director before final submission.
3. **All grants submitted must be approved by the Board of Directors.** Please e-mail Kyla the basic information and amount requested prior to that month's Board meeting.
4. The finished application will be signed off on with the ***Request for Approval Proposal Sheet*** by the Chief Executive Officer, Business Manager, and the Fiscal Director.
  - a. The Request for Approval Proposal sheet should be submitted for review one week before the grant deadline so there is time to correct any errors or make additions to the grant.
5. **When the application is complete and the Request for Approval has been signed off, the complete grant will be sent over to Martha Stribling at the Admin Office.** Martha will make copies and mail out the application.