**GRANTS POLICY AND FORM TEMPLATE**

Provided by Continual Care Solutions, 4-28-20

*This template can and should be customized according to the organization’s specific needs and requirements.*

**Purpose:** The purpose of a grants policy is to provide direction about if and how to pursue and fulfill requirements of available grants. Grant applications, activities, and reporting can be time-consuming. The anticipated return on investment must be positive: the expected impact and outcomes of the grant must justify the effort required to apply for the grant and if awarded, fulfill the obligations of the grant.

**Grant Details**

|  |  |
| --- | --- |
| Name of the grant |  |
| Name of the funder |  |
| Grant application deadline |  |
| Anticipated grant award announcement date (When will we know if we received the grant or not?) |  |
| Anticipated grant start and date (When does the grant activity period begin and end?) |  |

**Grant Readiness Assessment**

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| --- |
| What established organizational goal(s) and/or strategic imperative(s) does the grant satisfy and how? What are the expected outcomes? |
|  |
| Will this grant partially or fully pay for the program/activity? If partial, what if any additional resources (human, financial, technical, etc.) will you need in order meet all the requirements of the project? How do you plan to obtain these resources (i.e. budgeted expense, additional grant(s), etc.)? |
|  |
| Have we pursued this grant in the past and if so, did we receive the award? |
|  |
| Additional comments: |
|  |

**Grant Responsibilities**

Verbal buy-in must be obtained from all of the named individuals in the responsibility chart below in advance of grant submission, obtaining their commitment to follow through on their assignments if the grant is awarded.

|  |  |
| --- | --- |
| **Who will:** | **Name, Title** |
| Write the application? |  |
| Review the application before it is submitted to the funder? |  |
| Submit the application? |  |
| Manage the execution of the activities required by the grant? |  |
| Perform the data collection and analysis to produce the reports required by the funder? |  |

**Grant Approvals**

To ensure time is being spent on the most appropriate opportunities, the Executive Leadership Team’s approval is required for any grants below $5,000 (to make sure the time we spend is worth the relatively low $) or above $250,000 (to make sure we are confident we can marshal the resources necessary to pursue and fulfill the obligations of a large grant).

|  |  |
| --- | --- |
| **Grant $ Value** | **Approval Signature Required** |
| <$5,000 | Executive Leadership Team (CEO signature) |
| $5,000-$50,000 | Program Manager |
| $50,000-$250,000 | Program Director |
| >$250,000 | Executive Leadership Team (CEO signature) |

**Approval Signatures consistent with approval requirements above:**

|  |  |  |
| --- | --- | --- |
| *Printed Name* | *Signature* | *Title* |
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