

Grants Preparation & Application

PURPOSE

To generate a checklist of requirements as detailed in a Scope of Work (SOW), Notice of Funding Availability (NOFA) or Request for Proposal (RFP) and require that the grant proposal manager collaborate with the Bureau of the Budget and Management Research (BBMR) when preparing a grant application’s budget proposal.

SCOPE



This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants** and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

Each city of Baltimore agency/entity that receives grant funding must form a Grants Committee to support the grant preparation and application process, (see **AM Policy 413-00, Grants Management & Administration** for a more in-depth explanation of the grant committees’ role and responsibilities). The committee’s leadership must ensure all requirements identified within each NOFA or RFP’s Scope of Work are met and BBMR’s pre-submission approval is obtained on the grant application’s corresponding budget.


PROCEDURE

NOTE

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

Grants Preparation & Application

Grants Management Committee:

	<ol style="list-style-type: none">1. Identifies and designates a grant proposal manager as early as possible to:<ul style="list-style-type: none">• Avoid making false assumptions based on grantor feedback;• Overcome delays from grantor communications;• Avoid delays or errors in the budget approval process as well as the identification of new cost possibilities (efficiencies);• Avoid overextending or underestimating grant preparation capability;• Create redundant capabilities to ensure continuity of operations; and,• Maintain a timeline/calendar to track all grant preparation activity.
---	--

Grant Proposal Manager:

2. Determines application requirements as defined within the NOFA or RFP's SOW, or as defined by stakeholders, which may include the following requirements at a minimum:
 - SF-424 (Application for Federal Assistance), or equivalent State of Maryland application form;
 - DUNS/SAM #s;
 - Catalog of Federal Domestic Assistance Number (CFDA #);
 - Project Summary/Abstract;
 - Project Narrative;
 - Budget & Budget Narrative (including match requirements, if applicable);
 - Organization Chart;
 - Organizational Capacity (may require resumes);
 - Key Hires, if applicable;
 - Point of Contact (Project Director/Grant Manager);
 - Signed Certifications and if applicable;
 - Sub-recipient MOUs, letters of support or agreements.
3. Designates a grant writer(s) and/or budget proposal manager;
4. Determines grant evaluation method/process;
5. References the **Grant Support & Resources** button on the city's grants management SharePoint website for additional information on grant writing and/or budgeting;
6. Creates checklist of requirements, based on the SOW and/or stakeholder's needs, to generate an application outline and prevent submission omissions;
7. Identifies key hires as soon as possible; and,

a

AM 413-30

m

Grants Preparation & Application

8. Checks proposal archive on the SharePoint website for previous submissions and/or supporting documentation to expedite the application process.

Grant Writer(s):

9. Drafts technical proposal based on identified requirements.

Grant Proposal/Budget Manager:



10. Determines whether a NOFA or RFP has a sustainability or matching funds requirement.

11. Using BBMR's Budget Template, compiles a draft budget for the grant and forwards it to BBMR for review.

BBMR Budget Analyst:



12. Has two (2) workdays from the receipt of the inquiry to approve or disapprove the submitting agency/entity's draft budget.

Grants Proposal Manager:

13. Works with grant writer(s) and budget proposal manager to compile the technical and budget proposal; i.e. the grant application; and,
14. Collaborates with BBMR until the grant's budget is approved or it is decided the grant application will not be pursued.

Grants Committee:

15. Supports the grant proposal manager preparing the grant application for submission.



16. The quality goal for this process is to give the grant proposal manager ample time to review and approve the grant application prior to submission to the Grants Committee and/or management for review and/or approval.

Grants Preparation & Application

Grant Proposal Manager:

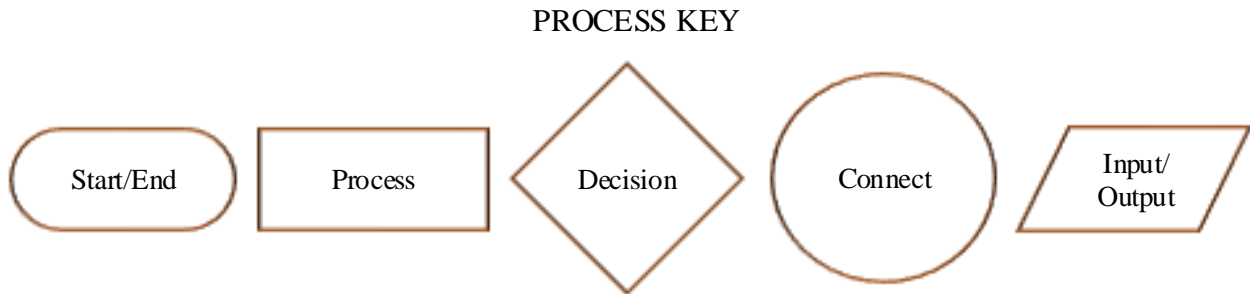
- 17. Submits the approved grant application to management for review; reference **AM Policy413-50, Management Review.**

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.



FLOW PROCESS

Figure 1 below graphically displays the primary steps followed in the **Grant Preparation & Application** process.

AM Policy 413-30: Grant Preparation & Application

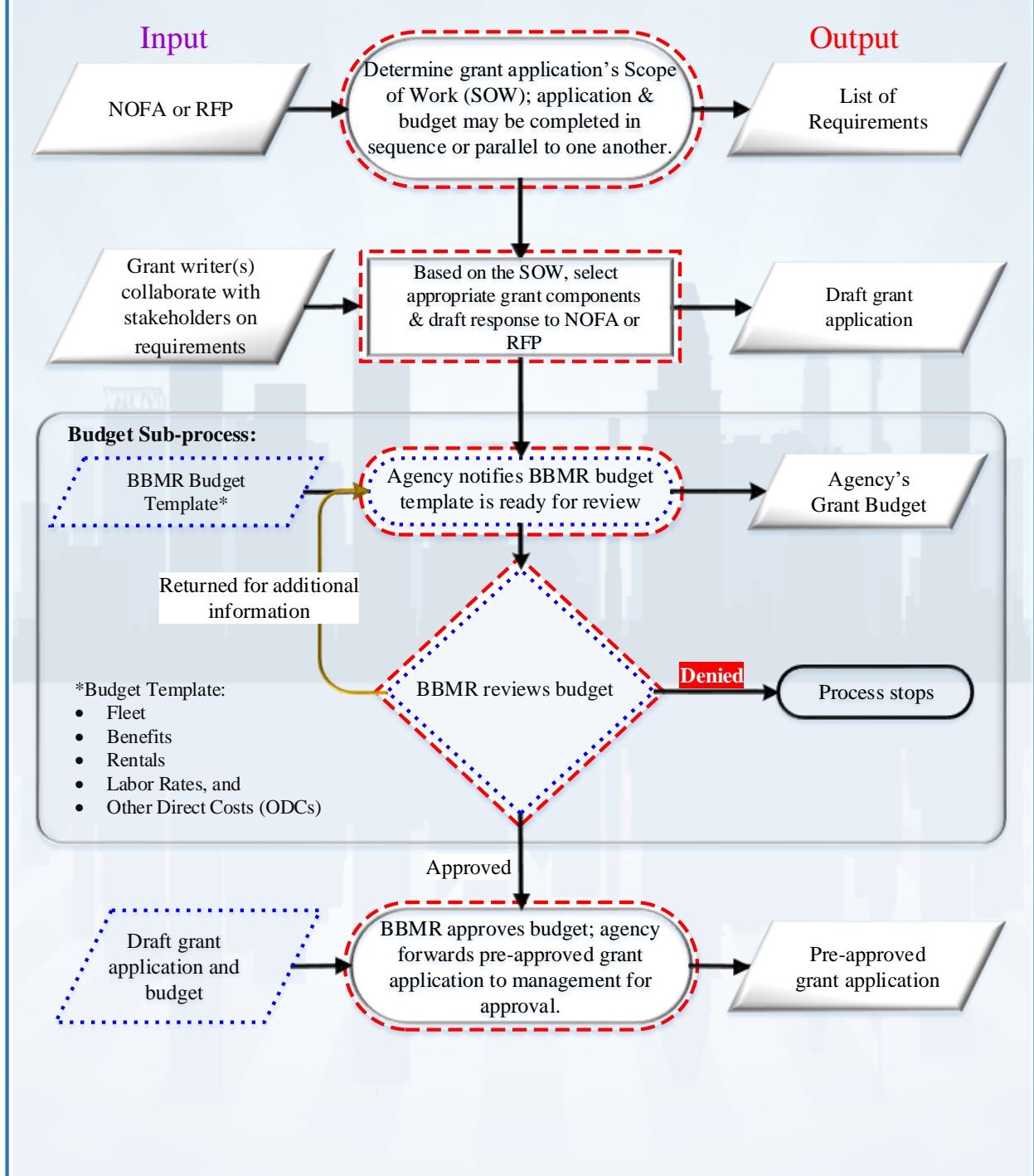


Figure 1: Grant Preparation & Application requires the grant proposal manager to generate and follow a requirements checklist and to collaborate with the BBMR on the grant's budget.