

Section 1.1.1: Scope, Applicability and Use

This manual is for use by all State of Arizona personnel involved in the grants management lifecycle.

The term “grant program manager” is used in this manual to refer to any State of Arizona personnel that are involved in the direct or indirect management of any grant awards or grant programs. A grant program manager may delegate certain tasks outlined in this manual; however, the grant program manager is still the individual ultimately responsible for the task. Policies and procedures set forth in this manual are applicable to most grants managed by the State of Arizona regardless of the origin of funding. Exceptions to the policies and procedures are identified throughout the manual, where applicable.

Per the [State of Arizona Accounting Manual](#) (SAAM), the term “grant” is

A sum of money given by one governmental entity to some other entity for the purpose of achieving some goal or supporting some program.

An award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, from one entity, the grantor, to another entity, the grantee or recipient. A grant is typically made to achieve some goal or to fund a specific program or project and imposes some level of compliance, oversight and reporting on the part of the grantee. The term does not include technical assistance that provides services instead of money or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, food commodities, vouchers, insurance or direct appropriations.