

Section 4.4: Grant Opportunity Approval and Authorization to Apply

PURPOSE AND POLICY

Now that the grant program manager has worked with agency staff to review grant funding opportunities, he/she must obtain approval and authorization to apply for those opportunities that cleared the vetting process. To streamline the process, these approvals could be incorporated as part of the agency's vetting process.

PROCEDURE

Leadership at various levels and/or other divisions within an agency may be aware of other factors that could affect the application decision on funding opportunities. Therefore, agencies should establish an internal process for grant opportunity approval and authorization to apply. An agency would need to develop a procedure to align with its size and structure. This process could be more formal, including an executive team review, discussion, vote, and approval. It may also require approval from a governing board, depending upon legal and/or policy considerations for the agency. The agency might be able to utilize a more flexible procedure, such as a post-review email approval. However, at a minimum, it should include:

1. Assurances from the grant program manager(s) responsible for managing the grant lifecycle (pursuance, pre-award, and post-award) that he/she has the capacity necessary to manage the grant fully. If additional resources are needed to manage the grant, the grant program manager should make this known at this point.
2. Review and approval from the agency financial representative, ensuring there is no adverse fiscal impact or other conflict with the potential grant and/or funding source.
3. Review and approval from the agency director, who then authorizes the grant program manager to apply for funding.