Section 5.2: Review Application and Submission Requirements

PURPOSE AND POLICY

Grant applications have a variety of requirements that an agency must review and accept when applying for funding. The grant program manager must carefully review the application requirements to determine whether his/her agency has the capacity and legal standing to pursue the grant. This phase is the application period; in most cases, the grantor is unable to provide detailed, individualized assistance to applicants (this prohibition is mandatory for competitive grant applications). Once a grant is awarded to a state agency, the grant program manager must establish the grant in eCivis per State of Arizona Accounting Manual (SAAM) policy 70.05, which allows for managing post-award activities throughout the lifecycle of the grant.

PROCEDURE

Preparing a grant application can take a grant program manager few days to complete or may require a grant application team to spend several weeks assembling the application. To ensure these considerable resources are well invested, the grant program manager must carefully review the application requirements.

The grant program manager, following the procedures in Chapter 4, should have reviewed and vetted the grant notice of funding availability (NOFA) and guidelines for his/her agency's eligibility, fiscal impact (administrative costs and match requirements), required collaborative partnerships (such as a research partner), additional requirements (such as a NEPA review) and also considered sustainability of the program or project after the grant period and funding ends. Those funding opportunities that received a favorable review should have been approved for the agency to pursue. Once the application opens, the grant program manager should review the application to ensure there are no additional requirements that were not included in the NOFA. Any substantive differences should be communicated to agency leadership.

The grant program manager already should have completed the online grant system registration requirements covered in Section 5.1. If the grant application has additional grant system registration requirements that were not included in the NOFA, the grant program manager should complete the registration as required. The grant manager also should ensure that the agency has the software necessary for preparing and submitting the application.