

Section 6.1.1: Funded

PURPOSE AND POLICY

For a grant program manager, getting the funding notification that says, “Congratulations, we are pleased to inform you that your application has been approved for funding” is worthy of celebration. This is the official notice of award (NOA), which is a legal document informing the grantee of their award.

PROCEDURE

When the grantor sends the notice of award (NOA), the NOA may include the terms and conditions of the award--or the NOA may accompany a separate grant agreement. The grant program manager will be required to review the documents to determine what steps must be taken to execute the grant agreement.

NOA as the grant agreement. In some cases, the NOA provides the terms and conditions of the award and instructs the grant program manager that a drawdown of funds constitutes an explicit agreement to the terms and conditions included in the NOA.

NOA sent with the grant agreement. If a separate grant agreement accompanies the NOA, the grant program manager will need to take additional actions to execute the grant agreement (the grant agreement is the contract that both parties must sign). He/she must alert the person(s) necessary for reviewing and signing the agreement. The grantee agency’s legally responsible party (usually the executive director) would be the signatory. If the grant program manager’s agency is governed by an elected or an appointed board, it likely will be necessary to include the grant agreement (contract) on an agenda for a public hearing and official approval before the agency’s director can sign and execute the agreement. The grant program manager must build this step into the timeline for executing the grant agreement.

Stakeholder notification. If the grant program manager submitted the application on behalf of a coalition or other collaborative effort, he/she should share the information swiftly with partners and supporters.

Publicity. Depending on the type of program, the funding source and the amount of the grant, the grantor may make a public announcement regarding the award and who received the funds. The grant program manager should inquire about any press or public relations activity related to the grant award announcement. Likewise, the grantee agency’s public information officer (PIO) might determine that the award notification is newsworthy and (with the agency director’s approval) issue a press release. The GFR has a grantee press release template that grantees can adapt to publicize their award announcements. Even if the grant is not “newsworthy” enough to send to traditional media outlets, the agency should consider including a public announcement on its website and share via any social media accounts.