

## Chapter 4: Funding Opportunity Development

### INTRODUCTION

Funding opportunity announcements are developed to provide potential applicants and other interested persons with sufficient and timely information on program objectives and availability of funds for specific projects. The following are types of funding opportunity announcements used by granting entities, including federal and state government: solicitations, requests for proposals (RFPs), notice of funding availability (NOFA), and application packets. Solicitations, RFPs, NOFAs and application packets are used interchangeably and generally include forms, certifications and instructions on how to submit applications. Another tool utilized by grantors are published guidelines. Guidelines and regulations are not considered funding instruments, but lay out program requirements in detail and are used to supplement the information provided by funding instruments. Throughout this section, the term “solicitation” is used to refer to solicitations, application packets, RFPs, and NOFAs. Also, it is important to note that not all grants are open to public and/or competitive solicitation; some grants are privately funded or designated for a particular entity or project. This section will walk the user through the process of developing the appropriate funding opportunity announcement.

Only eCivis or an agency’s legacy grants management solution may be utilized for soliciting grants applications or posting notices of funding availability (NOFA). Agencies are not allowed to use procurement systems such as the Arizona Procurement Portal (APP) for grants solicitations.

### **eCivis Subrecipient Manager (SRM)**

To facilitate the responsibilities of agencies that perform the dual role of both grantee and grantor, the Arizona Office of Grants and Federal Resources (GFR) has contracted the services of eCivis. Its Grant Networks tool is for the the state as a grantee while eCivis’ Subrecipient Manager (SRM) tool is for those agencies that have grant programs. This web-based tool centralizes processes related to managing grant solicitations, applicants and awardees, and subrecipient reporting in one integrated system. The following sections will provide information about developing solicitations and applications using this tool.