Chapter:	Finance and Fund Development		
Title:	Grant Management		
Policy: ☒ Procedure: ☐	Review Cycle: Triennial Author: CDO	Adopted Date: 3.2024 Review Date: 3.2024	Related Policies: Strategic Planning

Purpose:

Hopeful Horizons (HH) has adopted this Grant Management and Administration policy and related procedures to assure effective grant application, implementation and oversight thereby increasing grant-related revenue, limiting the organization's risk exposure to grant-related liability, and improving the efficiency and impact of programs and services funded through grants.

Scope:

This policy applies to:

☒ All HH Staff   ☐ Selected HH Staff, as specified:

☐ HH Board Members   ☐HH Volunteers

☒ Other: Contract Grant Writer

Policy:

To ensure consistency and accountability in securing and managing grant funds, all HH grant applications shall be submitted through The Chief Executive Officer (CEO or Chief Development Officer (CDO)/designee who shall oversee all requests, application submissions, acceptances, and post award and closeout requirements, including programmatic and financial reporting.

A. Roles and Responsibilities:
   1. CEO: The CEO makes strategic decisions about which awards to pursue. The CEO shall have final sign-off on all federal, state and other local grants requiring executive authorization for grant applications. The CEO/designee has final authority for approval and acceptance of grant awards.

   2. Chief Development Officer (CDO): The CDO has general operational responsibility for grant management and shall support planning and execution of applications and monitor grant implementation performance. The CDO has delegated authority to approve small local grant applications and to authorize award acceptance.

   3. Grant Developer/Writer: Works within the strategic direction, goals and purpose HH sets for developing grant applications. Works cross-functionally to assure input from appropriate staff is incorporated.

   4. Finance Director (FD): The FD/designee shall provide necessary budget information as required for grant applications. The FD/designee shall ensure timely receipt and accounting for grant funds informing the CEO and responsible program director when grant financing is not performing to plan. The FD/designee shall complete and timely submit all required grant financial reports.

5. Grant Manager: A grant manager is the program manager of lead staff responsible for ensuring successful grant implementation. The grant manager is responsible for assuring effective grant implementation, provides ongoing communication with grantor, and ensures consistent grant monitoring and compliance.

6. Program Evaluation: The Program Evaluation designee shall support grant application development by providing required population specific demographic information, performance data and other assessment of community and service population need, providing guidance on appropriate process and outcome measures that align with HHs' existing monitoring activities or can be incorporated in the existing information and data systems and sources.

7. Staff: HH employees shall support grant application and implementation as required and consistent with funder requirements.

B. Grant Management Procedures: The CDO shall ensure implementation of a cross-functional grant management process based on best practices. The procedure shall include and address:
   1. Pre-Application/Award:
      a. Identifying needs and opportunities
      b. Cultivating relationships and identifying grant opportunities
      c. Evaluation of return on investment
   2. Application Development
      a. Roles and responsibilities
      b. Data and information requirements
      c. Approval
   3. Award/Acceptance
   4. Implementing and Managing the Grant
      a. Project management
      b. Roles and responsibilities
      c. Financial monitoring
      d. Program evaluation and required reporting
   5. Reporting Grant Progress
      a. To the grantor
      b. Internal reporting
   6. Grant Closeout

C. Grant Record Keeping: Grant records and documentation shall be maintained in accordance with the grant criteria and consistent with HHs' Document Retention and Destruction policy.

Communication and Training:
The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:
1. Grant: A financial award given by the federal, state or local government, or a private entity to an eligible grantee, usually with a defined scope of activities or programmatic objectives. Grants are not expected to be repaid by the recipient. Grants do not include technical assistance or other forms of financial assistance such as a loan or loan guarantee.

2. Grant Management: The process of managing the grant lifecycle from assessment of need, identification of funding sources, application, implementation, monitoring, reporting and closeout.

Other Related Materials:
Grant Application and Implementation Procedure

References/Legal Authority:
Grant Management: A Nonprofit's Guide, Asana Resources, 2022.
Nonprofit Grant Management: Learning Essentials, Grants Plus, K. Rosen, 2021.

Change Log:

Date of Change	Description of Change	Responsible Party
3.2024	This is a new policy.	N. Miller, Prog Eval Cons.