Grants Workflow Learn of grant opportunity Determine eligibility & feasibility Discussion with Grant Review Taskforce Decision whether to pursue Yes < No grant based on scoring worksheet. Review Sheet File material for Signed possible later Appoint grant consideration development team Submit Award for Contract Review Team meets regularly and to President for Signature and communicates with partnering organizations Update in appropriate Electronic Grant File and Create Binder Complete Budget Draft Announce to Cabinet, partners, internal team, PR Hold project start-Narrative Draft **Budget to Business** up meeting Edited and Office Accountant for Proofread review Project Director assumes responsibility If awarded Grant completed **Grants Accountant Project Director Gives** Programmatic Report Info to **Submits Financial** Final review, approvals Grants Manager to Submit Reports and signed by President Completed submission copied, scanned with signature and Notify partners and internal team placed in electronic file. If not awarded Request Reviewer Comments Submit File in "Grants Not Awarded File"

Volunteer State Community College