

1.) Grantee/Applicant Submits Grant Application Package
(at least 2 Weeks Prior to Meeting)
To: LARA Board Liaison with copy to Board Admin., FAS Director, and Procurement & Administration Division Director

Packet Includes the following:

- Grant Application (**initial** application)
- Grant Summary Proposal & Budget for each case

2.) Grantee receives a confirmation email from LARA Board Liaison as receipt of grant application.

3.) The Board's Administrative Coordinator may reach out to the grantee with questions regarding request or case, if necessary.

4.) Board's Meeting Agenda to be posted prior to meeting on Website

5.) Board Meeting takes place. Board votes on Grantee Request(s). The Board may approve full, some or deny or table request.

(2-3 days after Board Meeting)

6.) LARA Board Liaison emails approved grantees for submission of Grant Summary Proposal and Budget for each case approved by the board at the meeting. In some instances when the board grants only partial funding a revised grant summary proposal and budget will be needed to be executed by the grantee.

7.) Grantee submits Grant Summary Proposal and Budget sheet for **each** case to reflect:

1. Approved case #
2. Amount \$
3. Grant Reference number (if applicable)
4. Grant amendment – Budget sheet to reflect “amended”

8.) Grantee will receive request to review and sign applicable grant documents electronically through email.

9.) The Grantee receives an email which will contain the SIGMA GG number for reference and documentation moving forward regarding the case and request. Funds will be available at this time to grantee.