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| NORTH CAROLINA DEPARTMENT OF COMMERCE | | POLICY # FM 14 |
| Title: Grant Procedures | | |
| Effective Date: March 3, 2003 | Administering Authority: Chief Fiscal Officer | |
| Revisions: Nov 30, 2011 | | |
| Statutory Authority (if Applicable): | | |

Purpose: To provide specific procedures for applying for grants in the N. C. Department of Commerce.

Scope: This policy applies to all Divisions organized under Department of Commerce.

Policy:

Application: Grant Proposal Process (see flowchart - GRNTPROP)

The first step in applying for a grant is to prepare the grant proposal (for Federal grants, standard Form 424 must be completed as prescribed by OMB Circular A-102). Once the grant proposal (and Form 424, if applicable) has been prepared by the appropriate division staff and approved by the Division Director, it should be sent to the grants accountant in Commerce Fiscal Management for review. The proposal (and Form 424, if applicable) will be reviewed by the grants accountant and, if approved will be sent directly to the Programmatic Secretary and then the Assistant Secretary for Administration for signature. If the proposal (and Form 424, if applicable) is not approved by the grants accountant, it will be returned to the division for correction and resubmission. After the proposal (and Form 424, if applicable) has been signed by the Assistant Secretary for Administration, it will be returned to the Division Director for submission to the grantor. At this time, copies should be made and sent to the grants accountant, in fiscal management and the division personnel responsible for administering the grant.

Approval By Grantor: (see flowchart – GRNTAGR)

When the grantor sends the approved grant agreement to the division, it should be forwarded to the grants accountant for review and approval. Once the agreement has been approved by the grants accountant, it will be forwarded to the Programmatic Secretary and then the Assistant Secretary of Administration for signature. If it is not approved, it will be returned to the Division Director for correction. Once approved and signed, the agreement will be returned to the Division Director for final submission to the grantor. At this time copies must be made and sent to the division staff responsible for the grant and to the grants accountant in fiscal management.

Awarded: Grant Award Process (see flowchart – GRNTAWRD)

When the grant awards letter is received from the grantor, a copy must be sent to the grants accountant in order for grant funds to be budgeted. Likewise, any amendments to the grant award should be forwarded to the grants accountant.

(see flowchart – GRNTFND)

As funds are requested from the grantor, the grants accountant should be notified of the amount requested, date requested and expected date funds will be received.