



## Grant Acquisition Management

### Overview

The Sea Turtle Preservation Society (STPS) will take advantage of granting opportunities to support our mission and goals, as well as operations, programs, and capital improvement projects. It is the responsibility of STPS to carry out the activities associated with a grant, to accomplish its objectives, while adhering to all the terms and conditions prescribed by the grantor. Failure to do so increases STPS' exposure to legal liability and compromises current and future grant funding. Therefore, STPS carries a significant legal and ethical responsibility when accepting grant funding.

This policy establishes a framework for seeking and managing grants to do the following:

- Develop, implement, and maintain grant coordination and oversight to ensure a successful outcome of the grant opportunity.
- Avoid multiple grant submissions to the same grant source.
- Limit the exposure to grant-related legal liability.
- Ensure STPS follows all applicable grant requirements.

STPS Board approval is required for pursuing all grant requests, which are submitted through the Grant Management Committee.

### Grant Management Committee (GMC)

The GMC is responsible for administration of all STPS grant activities as well as assist STPS in identifying grant opportunities. To ensure consistency and accountability, the GMC shall review and oversee all requests, application submissions, acceptances, post-award, and closeout requirements, including the financial reporting.

Grant Management Committee (standing committee)

- Board Lead
- Minimum of 2 additional members

### Pre-application Process

1. The STPS member considering an application for a grant is responsible for completing a 'Pre-application Grant Request' form, to be evaluated in consultation with the GMC.
2. The GMC must submit the completed 'Pre-application Grant Request' form to the Board for approval to pursue the grant request.



3. Upon board approval of the grant request, the Grant Lead will proceed with the grant application.
  - a. If grant request is denied by the Board, a written explanation shall be provided to the GMC by the Secretary.
4. A unique email distribution list will be created for each approved grant request, consisting of the Grant Lead and the GMC members.

#### Grant Application Submission

1. The Grant Lead is responsible for completion of the application requirements, with assistance and oversight from the GMC as needed.
2. The GMC will provide final review of the completed grant application to ensure accuracy, document quality, and policy/procedure has been followed.
3. The final grant application shall be submitted to the STPS Chair for final signature within 72 hours of the grant submission deadline.
4. The Grant Lead shall submit the grant application prior to the deadline.
5. All paperwork or supporting documentation submitted on behalf of the grant request must be maintained in a secure folder on Dropbox. All communications shall be sent from / received by an official STPS email account or STPS physical address.

#### Award Notification and Review

1. When award confirmation is received, the Grant Lead shall:
  - a. Compare and verify award matches the original application request. Any changes from the original scope, funding, or term shall require Board approval, prior to acceptance of the grant award.
  - b. Email the Board within one business day upon confirmation of the award.
  - c. The GMC will work with the Grant Lead to carry out the project and/or activities associated with the grant, while adhering to all the terms and conditions prescribed by the grantor.

#### Post-Award and Performance Monitoring

1. Any funds that are received shall be transferred to the Treasurer for deposit into a STPS bank account, to be distributed according to the grant requirements.
2. The Grant Lead shall:
  - a. Provide periodic status reports to the Board.
  - b. Track expenses and progress throughout the project.
  - c. Submit grant reports to the grantor as required.
  - d. Provide grant details to the communications committee for publicity purposes.



### Pre-application Grant Request

Granting Agency (Grantor) Contact Info:	Grant Lead:
Purpose for Grant Request (indicate Program or Project details):	
Dollar Amount of Grant Request: \$	STPS Anticipated Project Costs: \$
Grantor Requirements (including funding stipulations and/or key funding areas of interest):	
Key Milestones for Grant Submission (including grant application deadlines and/or funding cycles):	
Volunteer Support Needed (if applicable):	
Post-Award Project / Funding Continuation Plan:	
Date Grant Request Submitted to Board:	Decision to move forward with Grant Request: APPROVED                      DENIED

*Please attach any supporting documentation.*