

Policy: Grant Management

Policy Number: F113

Effective Date: May 22, 2018

Editions:

OVERVIEW

Grant management encompasses all activity relating to the grant process from application through final reporting. ELCFV staff will ensure that grants for which we are not able to meet the requirements are not accepted.

Applications

Applications for funds will be made when there is not sufficient funding available. Priority will be made for funding opportunities relating to compliance with the funding requirements outlined in ELCFV's grant agreement with Florida's Office of Early Learning, i.e. local match funding. Attempts for funding outside of the main existence of ELCFV must be approved by the Board as activities related to outside projects may not be executed using OEL resources.

Records

All documentation relating to grant agreements, memoranda of understanding, and other legally binding agreements is maintained in digital and/or original forms to ensure access at all times.

Reporting

Any reporting requirement outlined in grant agreements are to be followed as written, using the grantor designated format. All information provided to a grantor is to be accurate and relevant to the reporting period.