

## GRANT POLICY

This policy is designed in order to clearly establish the role of F.I.L.I. personnel as it relates to all levels of the GRANT process.

### APPROVAL TO PURSUE A GRANT:

The Commander will approve all proposed GRANTS before any submission is made. This includes what is being proposed and the amount of money involved.

### IMPACT OF A PROPOSED GRANT:

The Adjutant will research any proposed GRANT being considered and determine any adverse impact upon the unit, and will make recommendations to the Commander.

### GRANT WRITTER:

The Commander will assign a GRANT writer, and review the proposed GRANT application.

### STAFF JUDGE ADVOCATE REVIEW:

The Staff Judge Advocate will review the GRANT application, and make recommendations to the Commander.

### GRANT SUBMISSION:

The Grant will be submitted by the Adjutant.

### RECEIPT AND DISTRIBUTION OF GRANTS:

All GRANT funds awarded to the unit will be received by the Adjutant, deposited in the checking account, and the Adjutant will be responsible for distribution of said funds.

### PROJECT MANAGER:

If the GRANT involves supervision of outside contractors, the Commander will appoint a Project Manager who will ensure that the project is completed in accordance with the terms of the contract. The Project Manager will ensure all financial records are maintained and submitted to the Adjutant.

### CLOSING THE GRANT:

The Adjutant will submit any required documentation to the GRANTER for the purpose of closing the grant.