

The Grant Process for SLCo

Application Process

- Immediately Notify SLCo Grants Office & your D.A.
- If match is required, agency or grants office will notify Mayor's Finance & Council Finance
- Once application is prepared, send to D.A. for approval
- Then send to Contracts & Procurement (will verify procurement laws have been satisfied) *If there is a need to do an RFP
- Send to Mayor for signature
- Submit Grant!

When Awarded

- Send the awarded contract to the D.A.'s Office for review & approval
- The contract is then submitted to Contracts & Procurement and they will acquire Mayor's signature
- Contract & Procurement will return contract to agency to send back to granting entity.
- Funding agency will then sign off on the contract and send a copy back to the County which needs to go to Contracts & Procurement to be entered into the repository.
- Contracts & Procurement will return a fully executed contract back to agency.
- Coordinate with Mayor's Finance to set up a funding source for a single audit
- Request budget adjustment