

## **Grant Application Approval Process – Review and Discussion Only**

### **1. Go/No Go Evaluation**

Departments must:

- a. Complete a project information reference sheet
- b. Complete the Go/No-Go decision-making process
- c. Obtain department approval/consensus
- d. Submit documentation to Village Manager's Office (VMO) for review

### **2. VMO Review and Approval**

- Documentation reviewed by VMO
- VMO has authority to approve for the following scenarios
  - A. Grant requests up to current spending authority
  - B. Time-sensitive cases where board approval cannot be obtained in time to meet the application deadline if the following conditions (draft) hold true:
    1. Program/project is already budgeted for
    2. Project/project meets departmental priorities/goals
    3. No match requirements or the local match does not exceed Village Manager's spending authority
    4. No new compliance burdens
- All other requests would be submitted to the Board for approval with VMO recommendation.

# Grant Application Go/No Go Checklist

## Threshold Criteria

1. Project is eligible
2. Village is eligible
3. Sufficient time and staff resources available to prepare and submit an application.
4. Minimum of 2 Strategic Fit criteria must be met

Strategic Fit (minimum of 2 criteria must be a 'Yes')		
Our project fits with funding agency priorities and target populations.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Our project fits with Board priorities or is included in a Village board adopted plan.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Our project meets a documented community need.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
The project is a Departmental priority or core service provided by the Village.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Financial and Grant Management		
The project is included in the Capital Improvement Plan or departmental budget.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
A local match is not required or local funds are budgeted to meet match requirements.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
No additional staff resources are required or funds are budgeted for additional staff.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Current processes are sufficient to meet grant management & reporting requirements.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
We have plans to sustain the project after the grant is over or project will be completed.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Capability and Readiness		
We have a well-developed program/project plan, budget and implementation schedule.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Staff have the experience and capacity to implement the project.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Funding does not impose additional State and Federal requirements (construction).	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
We have successfully completed similar projects in the past.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Our current infrastructure and technology is sufficient to implement the project.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Collaboration and Support		
We have documented community support for this project or none is needed.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
We have the necessary partnerships in place or partnerships will not be needed.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
We will be able to obtain letters of support in time or none are required.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
We have secured funding commitments from partners or none are needed.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Relevant VOP departments have been consulted & are supportive or none will be involved	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

18/19 Total Score

Count total number of criteria that confirmed as a Yes:

1-9 = Do Not Apply

10-14 = Consider Applying

15-19 = Apply