



## 1.4.7 GRANT APPLICATION

### **POLICY:**

Established and new subrecipients will submit a grant application for Title X family planning funding to the ND FPP state office.

### **PROCEDURE:**

The ND FPP state office will provide the subrecipients with grant guidance for the preparation of grant applications at least 4-6 weeks prior to the grant application due date.

Each subrecipient family planning director, with subrecipient staff, will develop a grant application. The grant application may include:

- Progress Report
- Work Plan
- Budget and Budget Justification
- Service Site Information
- Services Provided
- Assurances

The grant application is due to the ND FPP state office by the date stated in the grant guidance.

Each subrecipient grant application will be reviewed by the ND FPP state office for approval. The subrecipient may be contacted for clarification and with recommendations for modifications.

Upon approval of a subrecipient's grant application, the subrecipient will be notified of the funding awarded.

If a subrecipient closes, new subrecipient proposals may be accepted. Proposals will follow the same grant application guidance as noted above.