

# The Grant Review Committee (GRC)

Grants Department

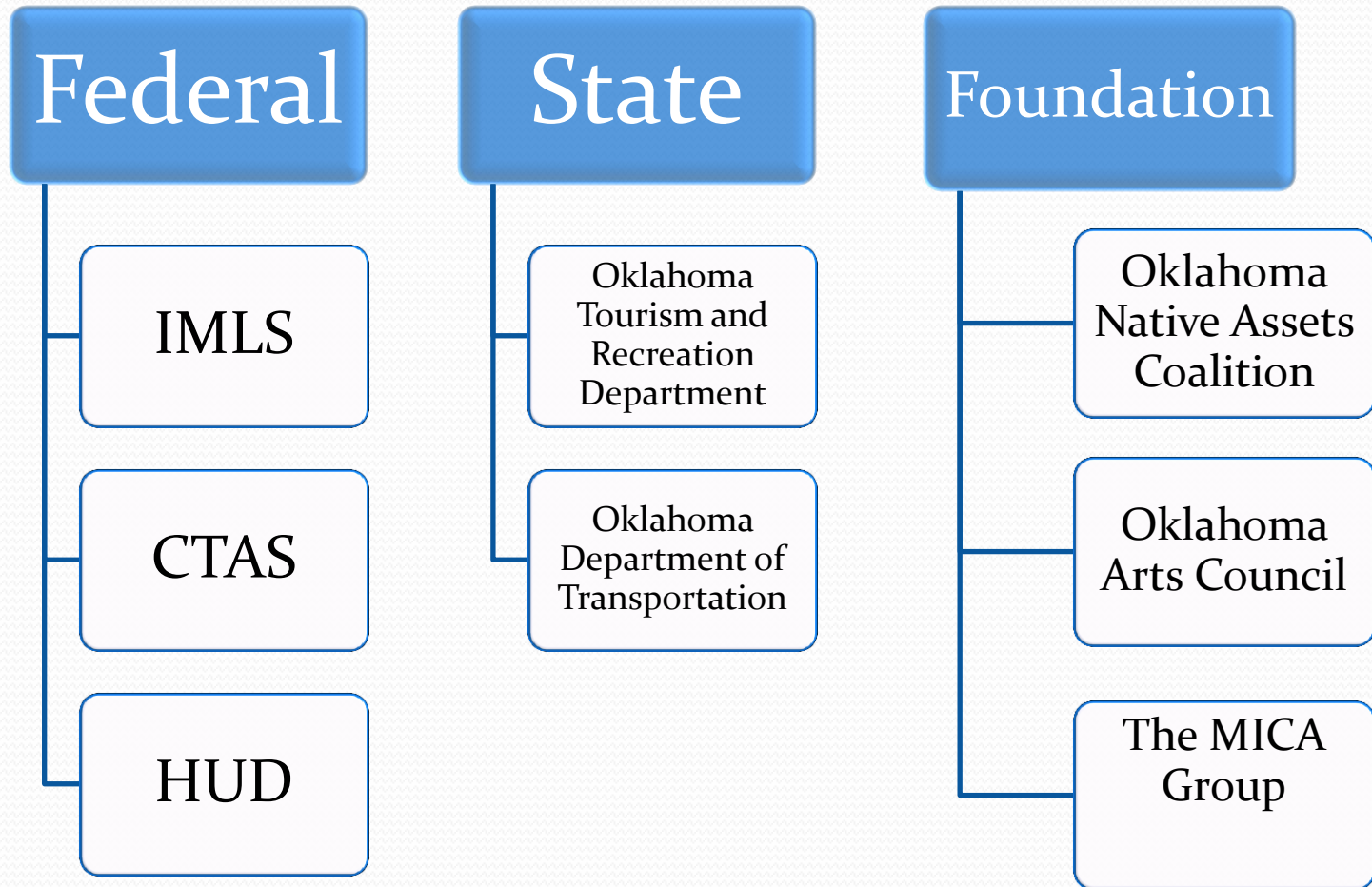


# What is a Grant?

- Grants are non-repayable funds disbursed by one party (funders) to a recipient.
- Funders have \$\$\$ set aside to accomplish certain goals through projects.
- A grant is **NOT** free money.



# Types of Grants



# What is the GRC?

- The **G**rant **R**evue  
**C**ommittee
- **PURPOSE:** To ensure all ESTO grants are successfully fulfilling grant requirements, activities, objectives, and goals of each grant.



## Grant Review Committee Members:

- Chief
- Tribal Administrative Asst.
- Grants Director
- Accounting Director
- Grants Coordinator

# What does the GRC do?

The GRC's duty is to **oversee all grant funding** within the Eastern Shawnee Tribe of Oklahoma.

- Objective 1: **Evaluate Current Grants**
- Objective 2: **Authorize New Grants**





# 1. Evaluating Current Grants:

- The GRC will review two or three grants each month until all active grants are reviewed.
- Directors will be notified one (1) month in advance that their attendance and preparation for this meeting is required. The GRC meets every 3<sup>rd</sup> Thursday.
- This is an opportunity for staff to share their progress and/or concerns of the project.
- **WHY?** This ensures all ESTO grants are implemented successfully, which helps our audit and future chances for grants.



# EVALUATION REQUIREMENTS:

Directors should come prepared to share the following:

- A copy of the **timeline** *(list of tasks/activities and completion dates)*
- Activities that were **accomplished** in previous months
- **Upcoming activities** being pursued in the months ahead
- Any **issues/complications** that need to be addressed





# The GRC is Here to Help Make All Grants a Success!





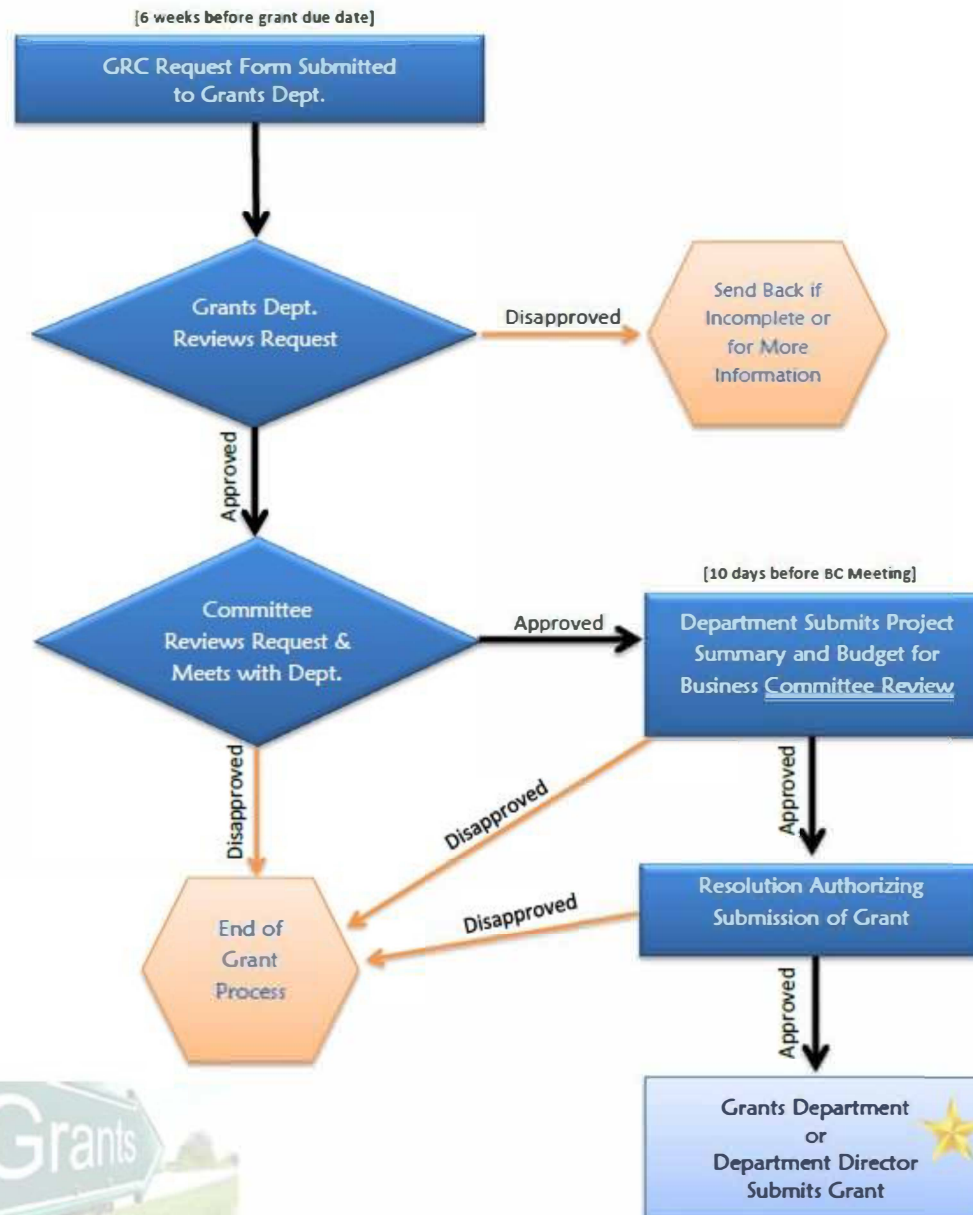
## 2. Authorizing New Grants:

- The GRC must **monitor** all grants that are being pursued. Grants cannot be submitted without their prior approval.
- A **GRC Request Form** must be completed for all grant requests.

TIP: If a grant/funding opportunity is found, a quick **conversation** with the Grants Department is advisable.



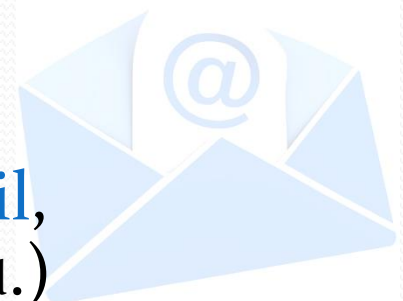
# Grant Review Committee (GRC) Process FLOW CHART



# Submitting a GRC Request

*If your department is definitely **interested** in a grant/funding opportunity and **willing** to participate in the project development, the Dept. Director must:*

- **Complete a GRC Request Form**, and
- **Submit it** to the **Grants Director** via **email**, interoffice mail, or in person. (Email is preferred.)



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**Fillable and Printable Forms**

are on the **Public Drive**  
in the Grants Department folder.



# EASTERN SHAWNEE TRIBE OF OKLAHOMA

## Grant Review Committee Request Form

(Complete and submit this form electronically to the Grants Director at [tlowery@estoo.net](mailto:tlowery@estoo.net))

**NOTE:** PLEASE SUBMIT THIS FORM AT LEAST 4-6 WEEKS BEFORE THE GRANT DUE DATE, WHEN POSSIBLE. A COPY OF THE FULLY COMPLETED "GRANT REVIEW COMMITTEE REQUEST FORM" WILL BE PRESENTED TO THE GRC FOR DISCUSSION AS WELL AS APPROVAL OR DENIAL OF THE GRANT REQUEST. PLEASE KEEP A COPY OF YOUR GRC REQUEST FORM FOR YOUR RECORDS.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE OF GRANT \_\_\_\_\_ FUNDING AGENCY \_\_\_\_\_ DUE DATE \_\_\_\_\_

NUMBER OF AWARDS EXPECTED \_\_\_\_\_ AWARD CEILING \_\_\_\_\_ AWARD FLOOR \_\_\_\_\_

### GRANT INFORMATION

- TYPE OF GRANT: \_\_\_\_\_ FEDERAL \_\_\_\_\_ STATE \_\_\_\_\_ FOUNDATION \_\_\_\_\_ OTHER \_\_\_\_\_
- INDIRECT COSTS ALLOWED: \_\_\_\_\_ YES \_\_\_\_\_ NO
- TRAVEL/TRAINING REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO
- IN-KIND/MATCHING REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO
- TRIBAL RESOLUTION REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE PROVIDE DETAILS OF ANY IN-KIND OR MATCHING REQUIRED: \_\_\_\_\_

### TIMELINE INFORMATION

- DURATION OF GRANT: \_\_\_\_\_ 12 MONTHS \_\_\_\_\_ 24 MONTHS \_\_\_\_\_ 36 MONTHS \_\_\_\_\_ +36 MONTHS
- PROJECT BEGIN DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- PROJECT END DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- PROGRAM REPORTING: \_\_\_\_\_ QUARTERLY \_\_\_\_\_ SEMIANNUALLY \_\_\_\_\_ ANNUALLY \_\_\_\_\_ OTHER \_\_\_\_\_
- FINANCIAL REPORTING: \_\_\_\_\_ QUARTERLY \_\_\_\_\_ SEMIANNUALLY \_\_\_\_\_ ANNUALLY \_\_\_\_\_ OTHER \_\_\_\_\_

### EMPLOYMENT

- JOBS RETAINED: \_\_\_\_\_
- JOBS CREATED: \_\_\_\_\_
- EMPLOYMENT STATUS: \_\_\_\_\_



PURPOSE (BRIEFLY EXPLAIN THE PURPOSE OF THE GRANT OPPORTUNITY) \_\_\_\_\_

**PROJECT IDEA**

(BRIEFLY EXPLAIN WHAT WILL BE ACCOMPLISHED, HOW FUNDS WILL BE USED, HOW THIS PROJECT WILL BE SUSTAINED, AND HOW THIS GRANT OPPORTUNITY WILL STRENGTHEN YOUR DEPARTMENT AND/OR THE TRIBE)

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Grant Review Committee Use Only

Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Comments: \_\_\_\_\_

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\_\_\_\_\_  
(GRANTS DIRECTOR)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(CHIEF)

\_\_\_\_\_  
(DATE)

# GRC Review and Meeting

- The Grants Director will do an **initial review** of the GRC Request.
- It will be sent to the GRC for a **full review**.
- At the next monthly **GRC meeting**, your presence will be requested to discuss the grant opportunity.



# Where Should I Begin?

Project  
Idea



- Strategic Plan
- 20 Year Master Plan
- Annual Goals
- Department Goals





# ESTO Mission:

Dedicated to excellence in our journey to build the tribe  
of the future.

