

Osage Nation Grants Department



Policies & Procedures

December 2020

Introduction

The mission of the Grants Department is to obtain and oversee grants for the Osage Nation to carry out a public purpose of support or stimulation. The types of grants that are typically sought include:

- Categorical—grants that may be spent only for narrowly defined purposes often requiring a match. These include:
 - Project grants—grants to fund projects, normally having a set duration of 1-3 years.
 - Formula grants—funds dictated by law.
- Block Grants—large grants provided to local governments for use in a general purpose.

Funding sources from which grants are sought include federal grant-making agencies, state agencies, and to a lesser extent, foundations and corporations.

Federal grants are not won without extensive planning, and whichever Department, Program, Board, or Commission is requesting to apply for a grant must have the capability and confidence to administer a grant project if a grant is awarded. Most grants have become ultra-competitive over the last decade, and will continue to be more competitive. It can be argued that 60% of grant writing is not the actual writing—it is planning the project. If the project is poorly-planned, the grant application itself will be less likely to compete. An even worse scenario would be that an application actually gets funded, but due to poor planning, the grant project fails because the personnel responsible for meeting the grant goals and objectives find out that they were indeed not ready for such a project. The Grants Department has several mechanisms built into these policies and procedures to ward against this.

Grant solicitations from federal agencies typically open at approximately the same time annually, and many grants that are already awarded to the Osage Nation require “continuation applications” in order to continue funding. For these reasons the Grants Department has a calendar that is essentially pre-populated before a fiscal year even begins. This is important to note because there is only so much time and labor available every month for the Grants Management Specialists to devote to new grant applications, and the Grants Manager asks for the understanding and consideration of these factors when a Department, Program, Board, or Commission requests to submit a grant application.

**The Grants Department is not involved with self-governance funding. Self-governance funding is obtained through annual funding agreements between the Osage Nation and the U.S. Department of the Interior and is overseen and managed by the Osage Nation Office of Strategic Planning and Self-Governance.*

Seeking Grant Opportunities and Requesting to Apply for a Grant

Policy

- Per Executive Directive No. 16-08, Departments, Programs, Boards, and Commissions are encouraged to seek out grant opportunities.
- When seeking grant funding, the purpose of the grant must align with the Chief's Goals, the most current Annual Plan for the Department or Board requesting to submit, and the Osage Nation Strategic Plan.

- The Grants Department may assist in identifying grant funding opportunities and reviewing grant requests.
- A “Request to Submit Grant Application” form is used to initiate the formal process of applying for a grant.

Procedure

- A “Request to Submit Grant Application” form is completed by the Department, Program, Board, or Commission and it is sent to the Grants Manager via e-mail or inter-office mail.
- Upon receipt of the form, the Grants Manager will create a project for it in eCivis and it will be in the “Under Consideration” stage.
- The Grants Manager will assign a Grants Management Specialist to the project and the Grants Management Specialist will meet in person or by phone with the grant-seeker no later than five business days after receipt of the “Request to Submit Grant Application” form.
- The Grants Manager will determine whether or not the grant will be pursued based on several factors; e.g. the grant deadline to the funding agency; adherence to the Chief’s Goals, the Osage Nation Strategic Plan, and the current Annual Plan of the grant-seeker; matching requirements; the current work load of the Grants Department; past grant performance of the grant-seeker; and notes from the meeting.
- The Grants Manager will either approve or not approve the grant request. If it is approved, the assigned Grants Management Specialist will move the grant forward in eCivis to the “Application Preparation” stage.

Developing Grant Applications/Proposals

Policy

- All Osage Nation Departments, Programs, Boards, and Commissions which are seeking grant funding are to collaborate with the Grants Department.
- The Grants Department will utilize eCivis to track grant applications/proposals.
- The Grants Department is responsible for managing the development of grant applications/proposals and providing technical assistance where applicable.
- The Grants Department is flexible as to who develops the application/proposal. For example, a Director with grant experience may choose to write and develop the proposal themselves, while in another instance a Director may only want to develop certain components. The Grants Department also has personnel available to write and develop the entire proposal, provided there is a) time and b) full cooperation and input (in a timely fashion) from the Department, Program, Board, or Commission seeking the grant. Each case should be treated as situational.
- All documents requiring the signature of the Chief are handled by the Grants Department.
- The Osage Nation Accounting Department may be utilized in reviewing proposed grant budgets.
- A Grants Management Specialist—in all cases—must have the final draft (including all of the components) ready for final review at least five business days before the deadline to the funding agency.

- The Grants Department reserves the right to not submit an application if during the five-day review period, it is perceived that problems with the applications are too great to correct before the deadline.

Procedure

- Grants Management Specialists are on staff and will develop full grant applications/proposals if possible. If the Department, Program, etc. is developing the application/proposal, the Grants Management Specialist will assist as needed. The components include the project narrative; budget; budget narrative; standard forms; and appendices (MOUs, Resumes, Letters of Support, etc.) as required by the funding agency.

Application/Proposal Submission

Policy

- The Grants Department submits all final applications/proposals to the funding agency at least one business day prior to the published deadline. This policy helps to ensure that applications/proposals are submitted in a timely manner while avoiding any technical issues that often arise with electronic submission.

Procedure

- A Grants Management Specialist will submit all applications/proposals to a funding agency.
- A Grants Management Specialist will upload the application/proposal and verification documents to eCivis and move the project forward to the “**Application Submitted**” stage.

Grant Award and Acceptance

Policy

- The Osage Nation agrees to comply with all grant terms, conditions, and rules and regulations stated in the grant award/agreement.
- Ensure grant goals, objectives, timelines, personnel, and monies adhere to the stated rules and regulations in the grant award/agreement. Grants are to be managed in a legal and ethical manner for the benefit of the Osage Nation.

Procedure

- Award notices, whether they be formal letters or official grant award documents, should be received by the Grants Department. If another Department, Program, Board, or Commission receives the notice, they are to immediately notify the Grants Manager and forward it to the Grants Department.
- Official award documents are signed by the Authorized Official and returned to the funding agency when appropriate.
- The Grants Department will upload the award documents to eCivis and move the project forward to the “**Grant Awarded**” stage.

Grant Implementation

Policy

- After a grant is awarded, administration of the grant is the responsibility of the Department, Program, Board, or Commission that requested the grant. The Grants Department will provide general oversight.

Procedure

- Once a grant reaches the “Grant Awarded” stage, a Grant Award Worksheet will be created and completed, and signed by the appropriate persons.

Post-Award Grants Management

Policy

- The Grants Department will continue to work with the administrators of the grant project throughout the grant lifecycle in four main areas:
 - Assistance with submission of Programmatic Reporting—periodic and final program reports due to the funding agency as described in the terms and conditions of the grant award.
 - Changes of Key Personnel—as described in the terms and conditions of the grant award.
 - Changes of Scope and/or Budget—as described in the terms and conditions of the grant award.
 - Continuation Funding—if applicable, the Grants Department will facilitate the process along with the cooperation of the administrators of the grant.

Procedure

- Departments, Programs, Boards, and Commissions administering an awarded grant will be responsible for programmatic reporting. There are three methods by which a programmatic report can be submitted:
 - Electronic Portal—the most common method is via electronic portal (granting agency website usually).
 - E-mail—some grantors only require programmatic reports to be submitted via e-mail.
 - Paper Mail

**All reporting must be uploaded to eCivis after the reports are submitted to the funding agency and is the responsibility of the Department, Program, Board, or Commission administering the grant project.*

- Changes of Key Personnel must adhere to the guidelines dictated by the funding agency. In cases where prior approval is required, the Department, Program, Board, or Commission must notify the Grants Department and prepare all required documents. The Grants Manager will submit the formal request to the funding agency.
- Changes of Scope and/or Budget must adhere to the guidelines dictated by the funding agency. The Department, Program, Board, or Commission must notify the Grants

Department and prepare all required documents. The Grants Department will submit the formal request to the funding agency.

- Continuation Funding procedures vary across funding agencies. In most cases the Grants Department will treat continuation funding submissions as new submissions, which would follow the same procedure as a new grant submission.