

Grant Coordination Policy

Purpose: To increase the transparency of the grant development, application, and implementation process related to all San Francisco Asthma Task Force grant funded projects and to make sure that the project fosters the work of the task force and can be carried out and sustained without the assistance of the task force.

- 1. All special ATF projects requiring grant funding are to be brought first to the appropriate ATF committee for exploration and the determination of relevance to the work of the committee.**
- 2. It is important to determine if the project is an SF ATF project, or a project of an ATF partner. The ATF can offer a letter of support for partner projects, but will not take on these projects.**
- 3. The discussion will include the appropriateness of the project and the committee will decide if this project should be an ATF project.**
- 4. Once the role of the ATF and the committee are agreed upon any written proposal will be reviewed and suggestions made. Responsible parties will be identified.**
- 5. The committee agreement will include the approval of the role of the fiscal agent and the role of the fiscal agent in relation to the ATF.**
- 6. The proposal will then be taken to the Planning Committee to review and agree on the project plan, and role of the fiscal agent and the Planning Committee will give approval to move ahead.**
- 7. There will be an MOU written to address the roles, and responsibilities, including who will be the main reviewer for the grant proposal.**
- 8. All grants should include an evaluation and sustainability plan.**
- 9. All grant related information will be reviewed at each quarterly Asthma Task Force meeting.**
- 10. In special circumstances where there are time constraints, a committee member can notify the committee chair regarding the pending grant proposal. If the pending grant proposal meets the current ATF workplan objectives and the committee chair thinks it is relevant, they will quickly notify the committee members, ATF administrator and ATF Chair so all parties have knowledge about the grant submission.**