



16790

16 November 2009

SEVENTEENTH COAST GUARD DISTRICT AUXILIARY DIRECTIVE 04

Subj: SEVENTEENTH DISTRICT AUXILIARY GRANT APPLICATION APPROVAL PROCESS

Ref: (a) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)

1. **PURPOSE.** The goal of this document is to provide guidance to all D17 Auxiliary members who apply for grants as flotilla members. A grant requires an application and inherent to the application is the expectation that some prescribed objective will be met, or terms of the application will be adhered to. A gift is a donation of money or property from a sponsor with the expectation of nothing specific in return. Refer to D17 Auxiliary Directive 07 for the Auxiliary Donation Solicitation Process.
2. **DISCUSSION.**
 - a. Flotillas are encouraged to consider the availability of grants to further their efforts in boating safety programs. The flotilla as a unit is the entity authorized by commandant to solicit funds. The availability of grants comes as a welcome alternate source of funding, but requires structured procedures for administration and accountability. Policy found in Section 5.H of Ref (a) pertaining to solicitation, gifts, and donations must be strictly adhered to for all grants sought by flotillas.
 - b. The grant applicant usually has little discretion as to how the grant is applied. Once a proposal is accepted by a Grantor, a contract must be entered specifying how the funding is to be utilized and disbursed, internal cost controls, limitations of use, specifications for the project/activity, periodic accountings, record keeping, progress reports and the deadlines for implementation of the program or project. This is a highly complicated and involved process. Most major non-profit organizations seeking such grants employ specialized professionals to draft their grant proposals. Most flotillas will not have an experienced grant writer to draft their grant proposal. Therefore, all D17 grant proposals must be submitted using the following guidelines.
 - c. **Submission process.**
 - (1) The following information will be required for the request to be considered and processed.
 - (a) Name of the flotilla seeking the grant.
 - (b) Year the flotilla was established.

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- (c) Name, title, address, and telephone number of the applicant submitting the proposal.
 - (d) A secondary contact person's (the person whose idea is being submitted, if different from the submitting party) name, title, address and telephone number, description of the Unit originating and applying for the grant.
 - (e) A detailed description of the project for which the flotilla is seeking grant funds as well as an outline of the Grantor's requirements and how the flotilla proposes to meet the requirements.
 - (f) A detailed description as to who will benefit from receipt of the grant. Be as specific as possible.
 - (g) A proposed budget for the project that funding is being sought for based on the grant amount targeted.
 - (h) Identify any other possible sources of funding for the proposed project.
 - (i) In detail, identify who exactly will perform any and all requirements or tasks specified by the potential Grantor.
 - (j) A timetable for completion of the project if the proposal is accepted and funded.
 - (k) Identify any other grants that the flotilla has received in the last five years.
 - (l) Address the questions of how will the activity/project be funded after the initial grant has exhausted? (Most Grantors seek to provide "seed" money.)
- (2) The applicant shall submit the complete grant proposal package to the Flotilla Commander who will submit it to the DCO. The DCO will review it along with the DSO-LP and DIRAUX. If necessary, the application or proposal will be sent back to the originating applicant with a summary of recommendations or required changes. Further transmissions may be needed until an acceptable package is achieved.
- (3) Upon approval by DCO/DSO-LP/DIRAUX, the complete package will be forwarded to Coast Guard Auxiliary Association, Inc. (CGAuxA, Inc.) for technical review, signature and submission of the proposal/application on behalf of the flotilla to the Grantor. Further transmissions may be needed between CGAuxA, Inc and the DCO/FC before it is fully approved and submitted.
3. **ACTION.** Flotilla Commanders shall ensure that this directive is followed for any grant applied for by any flotilla member.
4. **RESPONSIBILITY.** The DIRAUX, in conjunction with the DCO and DSO-LP will make changes to this directive as required.



C. FERN

Lieutenant Commander, U. S. Coast Guard
Director of Auxiliary
Seventeenth Coast Guard District