

Policy Number: 2010  
Policy Title: Development of Grant Applications  
Date Adopted: December 16, 2015

### Purpose

To provide guidance for developing grant applications.

### Policy

Directly operated and contractual agencies shall prepare grant proposals based on the following CSB Board, Fairfax County Board of Supervisors (BOS), and/or Fairfax and Falls Church City Council guidelines, to benefit the citizens of Fairfax County, the City of Fairfax, and the City of Falls Church. Contractual agencies shall follow these guidelines when submitting a joint application with the CSB or requesting CSB funding.

Grant applications:

1. Shall demonstrate their relevance to the CSB Mission and CSB Strategic Plan.
2. Shall be coordinated with all appropriate service providers. Joint submissions with other local agencies are strongly encouraged.
3. Shall include a plan for sustainability that addresses a post-funding cycle plan that may include a continuation design without funding or a plan for program completion. Continuation of a grant-funded project after the funding cycle expires, using local funds, is not considered a sustainable design.
4. Shall be submitted as CSB Board Action Items to the CSB Board and, whenever possible, prior to the deadline for submission of a grant. It is acceptable to include permission to apply and, if awarded, to accept in the same item. Should an award be made, notification will be made to the Board as part of the Executive Director's report and any media releases regarding the award will be sent to the Board.
  - a. The CSB Board must approve submission of the grant application.
  - b. In the event that the grant application deadline prohibits obtaining CSB Board approval prior to the submission, the grant application may be forwarded directly to the grantor with the approval of the Executive Director. The Executive Director will then notify the CSB Board of this action.

5. Permission to apply for and accept funds, if awarded, must be obtained by the Fairfax County Board of Supervisors in accordance with current requirements. Information will also be provided to the cities of Fairfax and Falls Church.

Approved



Secretary

December 16, 2015

Date

Reference: Board Policies 0020, 0030, 0031, and 0032

Policy Adopted: November 1980  
Policy Readopted: April 17, 1991  
Policy Revised: January 1995  
Policy Readopted: April 29, 1998  
Policy Readopted: September 19, 2001  
Policy Readopted: April 26, 2006  
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