



Operations Manual

Governed By: Program Development	Effective Date: (06/21/2013)
Procedure: Grant Opportunities - 1	Updated Last: (06/21/2013)
Purpose: To bring upcoming grant opportunities to the attention of the Program Development team.	
Refer to Policy #: N/A	

Summary:

The Program Development Specialist will research any grant opportunities that appear to be relevant to one or more of CEO's programs or program development initiatives.

Upon discovering a potentially relevant grant opportunity, please adhere to the following steps:

- Forward grant notices (through email, if possible) to the Program Development Specialist, as soon as possible to allow for the meeting of application deadlines;
- Indicate for which CEO program the particular opportunity should be considered;
- If the Program Development team feels that the particular opportunity can and should be pursued, a summary will be drafted and sent to the Program Manager and Director for further analysis and discussion.

Program or Site: (program name)	Effective Date: (mm/dd/yyyy)
Procedure: (procedure name)	Updated Last: (mm/dd/yyyy)
Purpose: (what is the purpose of this procedure?)	

Summary: