

c/o Aging Division, Community Living Section
Wyoming Department of Health
6101 Yellowstone Road, Suite 186A
Cheyenne, WY 82002
(307) 777-7986

http://www.health.wyo.gov/aging/wssb/wssb.html

## **POLICY NOTICE**

Reference: Grant Application: Format, Submission, Approval, and Denial

Policy Number: WSSB-010813-17

Effective Date: October 1, 2011 (SFY11)

This policy provides guidance to all Wyoming Senior Services Board (WSSB) contractors regarding the structure of all WSSB grant applications.

## Policy:

- Grant Applications shall include, at a minimum:
  - A cover page, in a format approved by the Board in consultation with Aging Division-Community Living Section, with the original signature of the applicant organization's Board Chairperson, or authorized official, and the original signature of the organization's Director
  - Supporting budget pages and budget justification;
  - Funding request narrative in the format approved by the Board
- One signed original grant application shall be received in the office of the Division by the dates set by the Board. One copy of the completed grant application shall be received by the specified senior center WSSB Representative on the same date;
- Grant applications postmarked after the specified date may not be accepted.

- Each grant application will be reviewed by the Board according to the following criteria:
  - The grant application shall be received by the specified date;
  - The grant shall be complete and accurate;
  - The grant shall meet the needs of the elderly, per the purposes of this funding as described in W.S. 9-2-1212(ii)(A-F);
  - All WSSB grants shall be approved by a formal vote at an advertised public Board meeting.
- Once the grant is approved by the Board, the grant will be processed through the Division.

Approved by:			
Signature on File Mary Jo Maxfield-Cox, Chair		 air	09/23/2011 Date:
Signature on File Ky Dixon, Vice Chair			09/23/2011 Date:
Reviewed:	Date:	-	
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