



c/o Aging Division, Community Living Section
Wyoming Department of Health
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<https://health.wyo.gov/aging/wssb/>

POLICY NOTICE

Reference: Grant Application: Format, Submission, Approval, and Denial
Policy Number: WSSB-010813-17

Effective Date: October 1, 2011 (SFY11)
Revised: March 25, 2014

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 completed grant application shall be received by the WSSB representative who relates to the specified senior center and by the dates set by the Board.
- 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.

This policy was approved at the Wyoming Senior Services Board Meeting on March 1, 2013.

This policy was revised at the Wyoming Senior Services Board meeting on March 25, 2014.
