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Homeland Security

United States
Coast Guard



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SEVENTEENTH COAST GUARD DISTRICT AUXILIARY DIRECTIVE 04-07

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. Flotillas are encouraged to consider the availability of "grants" to further their efforts in boating safety programs (Section 5.H.1 of ref. (a)). 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.
2. **DISCUSSION.**
 - a. Grants usually come with requirements, controls and restrictions. 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 and implement their 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.
 - b. **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.
 - 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.

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- 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 question of how will the activity/project be funded after the initial grant has exhausted? (Most Grantors seek to provide "seed" money.)
- 2.) The complete grant proposal package should be given to the Flotilla Commander who will submit it to the DCO. The DCO will send it to the DSO-LP for review. Once the proposal has been reviewed by DCO and DSO-LP, the grant will be forwarded to DIRAUX. Upon review, 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 between the two until an acceptable package is achieved.
 - 3.) Upon full approval by DCO/DSO-LP/DIRAUX, the package will be returned to the Flotilla Commander.
 - 4.) The flotilla will then submit the complete package to CGAuxA, Inc. for technical review. Following this review, the finalized application or proposal is ready for final review by DCO. The originating applicant will forward the finalized application/proposal to the DCO. Once approved by the DCO, it will be forwarded back to the CGAuxA, Inc. CGAuxA, Inc. will then countersign and submit the proposal/application on behalf of the flotilla to the Grantor. The process explained in this paragraph does not usually take a long time. Consult chapter 5, section H for further guidance on CGAuxA approval of grants."
3. **ACTION.** Flotilla Commanders shall ensure that this directive is followed for any grant applied for by any flotilla member.
 4. **RESPONSIBILITY.** The Director, in conjunction with the District Commodore will make changes to this addendum as required.



S. J. ALBRIGHT

Lieutenant Commander, U. S. Coast Guard

Director of Auxiliary

Seventeenth Coast Guard District