

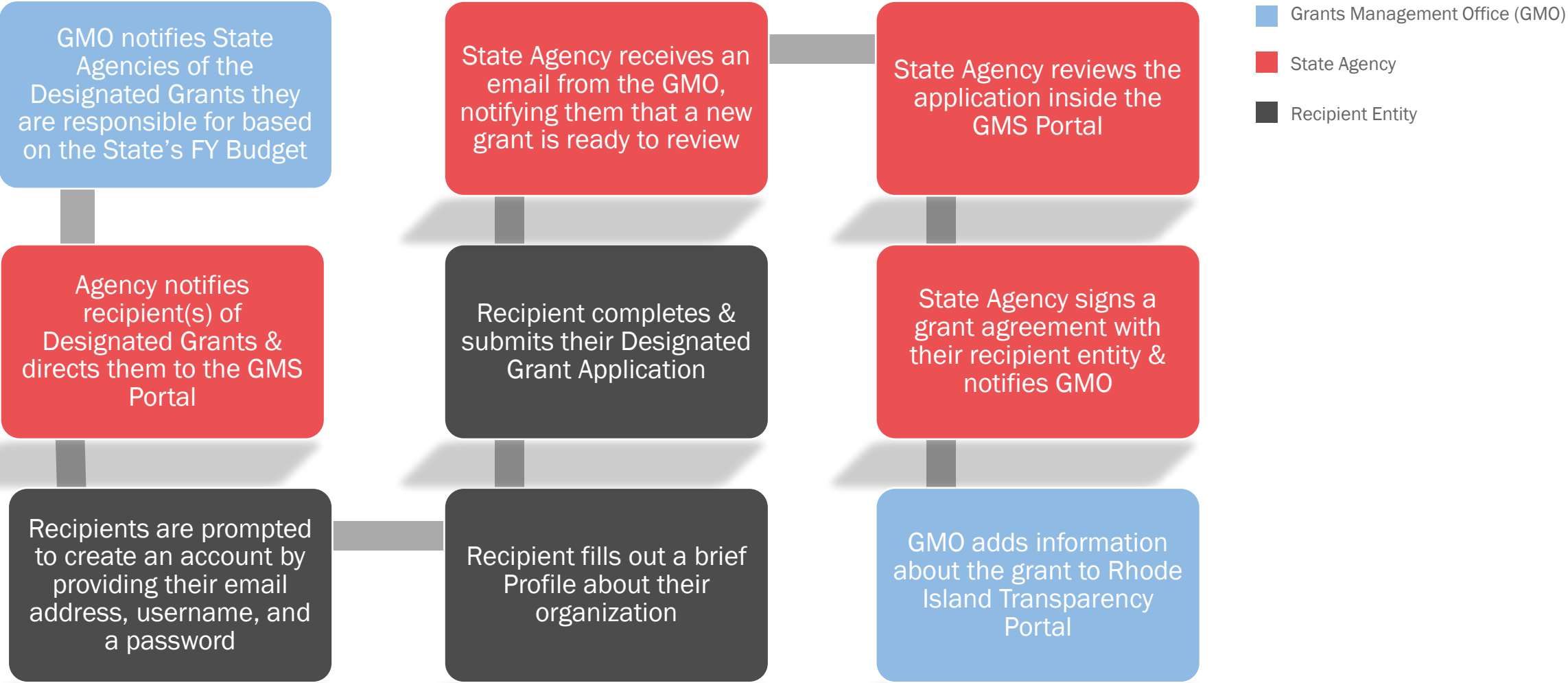
# Designated Grants in the Grant Management System (GMS)

Grants Management Office

## State Designated Grants are funded each fiscal year through the State Budget.

The Grants Management Office's role is to standardize the submission process for recipients in an effort to **promote transparency and accountability of State funds**. We do this by assisting State agencies with resources and trainings that will make the submission process as easy as possible for them and the recipients of these funds.

# Designated Grants Submission Process



# Process for State Agencies

**Each July, GMO sends out the notification of awards email to State Agencies**

## **This email contains:**

1. The amount your Agency was allocated through the State Budget & which Designated Grants your Agency is responsible for
2. Designated Grant Submission Guidelines
3. Designated Grant Payment Policy
4. A copy of the Designated Grant Agreement
5. The Budget & Reimbursement Request Forms
6. Two User Guides
  - One showcasing the Designated Grant review process within the GMS (For State Agencies)
  - Another showcasing the process of submitting a Designated Grant within the GMS (For Recipient Entities)
7. Template for reporting to send to recipients for mid and end of year reports

# Information for your recipients

- Every year, GMO hosts a training session for recipients of Designated Grants to demonstrate the submission process within the GMS, using ARM.
  - Trainings are recorded and added to our website
  - State Agencies are not required to attend, but are always invited
  - Recipients can utilize the user guide provided to and sent out by State Agencies or visit our [Grants Management Website](#)