

How to Use the Grant Application Template and the Grant Award Notification (GAN) Template

The sample grant application with assurances and Grant Award Notification (GAN) template are designed to be used together for a streamlined grant award and execution process. The grantee receives and agrees to the terms and conditions of the grant up front. When an application is submitted, the applicant's official with delegated authority signs the cover page of the application, certifying they have read all components of the application and will comply with the terms and conditions, as well as all federal, state, and local laws and regulations applicable to their organization.

The terms and conditions are included in the application document, as well as the approved work plan and budget. The GAN incorporates the terms and conditions **by reference**.

What is included in the Grant Application?

- Cover page with signature line for applicant's legal representative, by which they agree to the terms and conditions of the grant.
- Assurances and terms and conditions.
- Specific grant project information; work plan components; diversity, equity, and inclusion information; outcomes and evaluation information; budget; required financial statements; grant guidelines; collaboration or partnership information; etc.

What is included in the Grant Award Notification (GAN)?

- Final grant award amount
- Award period
- State, federal, or other funding source information
- SWIFT encumbrance information
- Grantee and State Authorized Representatives and their contact information
- Program and financial reporting dates and requirements
- Financial reconciliation and monitoring requirements
- Any special conditions, especially as a result of a preaward risk assessment
- Signature by the State

Signatures on the GAN

The GAN is signed by the State to both certify the encumbrance and approve the grant award. The applicant has already signed the application that included the assurances and terms and conditions, approved work plan, and budget.

What types of grants may use this process?

The GAN works for competitive, discretionary, legislatively-named, or single source grants funded by federal or state general fund grants.

What types of grants may not use this process?

The GAN may not be used for general obligation grants as defined by [Minnesota Statutes § 16A.695](#), capital project grants to political subdivisions as defined by [Minnesota Statutes § 16A.86](#), or capital project grants otherwise subject to [Minnesota Statutes § 16A.642](#).