

**Grant Process:**

- Grant Review Committee created with 5 or more members of Broken Arrow Economic Development Corporation Board and EDC Staff.
- Grant Applications Opened on Monday, May 11\*
- Staff receives and reviews grants immediately, noting order received.
- Staff reviews appropriate paperwork and eligibility.
- Staff sends 1<sup>st</sup> round of eligible applications to committee to review by Thursday, 5/14<sup>th</sup>
- Committee meets Friday, May 15<sup>th</sup> for selection of first round.
- Funds to be distributed the following week.
- If funds still available, the same cycle will continue.
- Staff will track and report awards to the City, reporting with the monthly EDC report as an addendum.
- Staff will follow-up and obtain proof of expense payment from awardees in the next 30 days.
- Provide final report to City and EDC Board of the use of funds for all awardees, noting any actions that may need to be taken to remedy issues identified.

\*Date for launch is subject to funding by entities.