

DPH Process for the Grant Proposal Worksheet (GPW)

- The DPH program staff member responsible for the grant should email the following to Gremeko Stuart, Danette Brantham and Curt Martin:
 - Grant Proposal Worksheet (Word version) for either a New or Renewal grant
 - Grant announcement
- Gremeko Stuart will secure the needed approvals and send the signed GPW by email to Marjorie Donaldson and Floyd Jones, with cc to Danette, Curt Martin and the DPH program person responsible for the grant.

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Additional Notes:

- Please be brief in your submissions – report only on the major activities of the grant that support the Open Window services.
- As per original instructions by the Department (as noted in the GPW form instructions), a copy of the grant announcement should be sent with the GPW.
- If DHHS B&A staff seek additional clarification of grant SMART goals (or other information in the GPW), please provide this information. DPH staff members who are submitting SMART goals and appropriately referencing prior year's work (for renewals) are not generally getting requests for additional information.