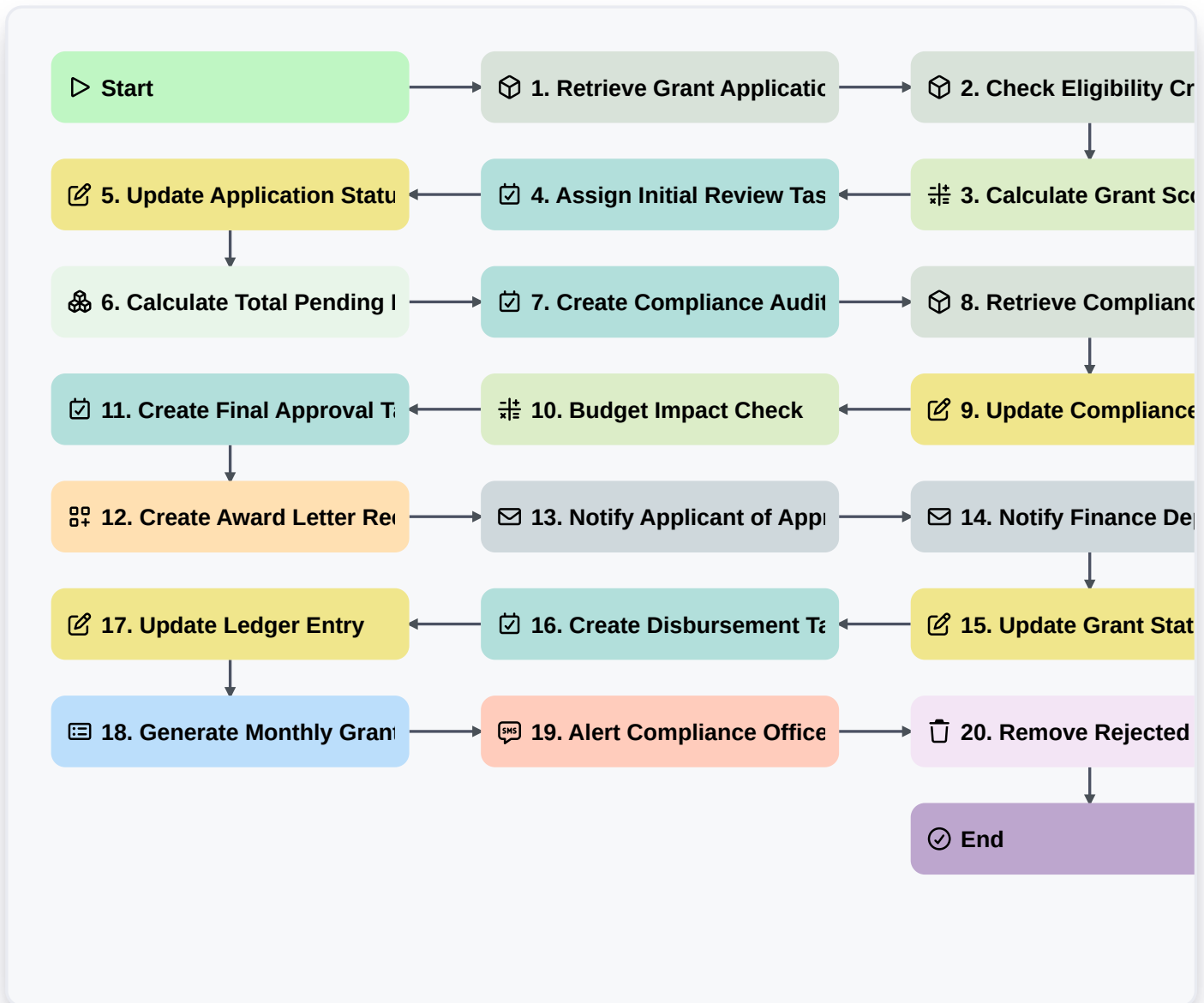


# Grant Management Workflow



## Start

Start of the Workflow/Process.

## 1. Retrieve Grant Application

Fetch the initial application details submitted by the applicant.

## 2. Check Eligibility Criteria

Retrieve specific compliance and eligibility rules from the Rules Data Model.

## 3. Calculate Grant Score

Run a formula based on application data (e.g., budget size, impact score) to determine priority.

## 4. Assign Initial Review Task

Create a task for the Grant Reviewer to perform the first assessment.

## 5. Update Application Status to 'Under Review'

Update the status field of the Grant Application entry.

## 6. Calculate Total Pending Fund Allocation

Sum the 'Requested Amount' of all applications currently in the 'Under Review' stage.



 **7. Create Compliance Audit Task**

Create a task for the Legal/Compliance officer to verify documentation.

 **8. Retrieve Compliance Documents**

Fetch uploaded files and verification data associated with the applicant.

 **9. Update Compliance Status**

Mark the compliance check as 'Passed' or 'Failed' in the data model.

 **10. Budget Impact Check**

Compare the requested grant amount against the remaining annual budget pool.

 **11. Create Final Approval Task**

Assign a high-level task to the Grant Committee Head for final decision.

 **12. Create Award Letter Record**

Generate a new entry in the 'Awarded Grants' data model upon approval.

 **13. Notify Applicant of Approval**

Send an email to the applicant containing the grant approval details.

 **14. Notify Finance Department**

Send an email to the Finance team to trigger the disbursement process.

 **15. Update Grant Status to 'Awarded'**

Update the main application entry to the final 'Awarded' state.

 **16. Create Disbursement Task**

Create a task for the Finance Officer to execute the fund transfer.

 **17. Update Ledger Entry**

Update the internal financial records to reflect the deduction from the budget.

 **18. Generate Monthly Grant Summary**

Create a report summarizing all approved grants, total funds distributed, and pending applications.

 **19. Alert Compliance Officer**

Send an SMS notification if a high-risk application is flagged during review.

 **20. Remove Rejected Drafts**

Delete temporary or duplicate application entries that failed initial validation.

 **End**

End of the Workflow/Process.