

Strategic Lean Project Report

Grant Process

Agency: Washington State Parks and Recreation Commission

Project Impact

A cross-agency team, including area park staff and a representative from the Recreation and Conservation Office improved State Park's grant process, decreasing the time it takes to apply for and receive a grant.

State Parks made improvements by defining a standard process, identifying roles and establishing a single location for all grant reference materials, authorities and potential grant opportunities to be found easily on the agency network. This reduced the rework and wait time by several weeks because grants applications were comprehensive and submitted timely.

Washingtonians will see habitat restoration and enhancement, park improvements, land acquisitions and recreational opportunities in the coming years because agency managers and staff understand where to find grant information, opportunities and the process for obtaining grants to address agency needs.

Project Summary

Grants help expand State Park resources which improves overall visitor experience. Prior to the Lean improvements, inefficiencies in the grant process were leading to missed opportunities. It was unclear to managers and staff who had the authority to apply for and approve grants within the agency; and the overall process in which to do so. The inconsistent process added weeks to applying for and receiving a grant leading to missed deadlines.

With roles clearly outlined and grant information and opportunities provided in one location, managers and staff have the tools needed to effectively and efficiently apply for various grants to further State Parks resources and address agency needs. With a streamlined and consistent process, managers and staff know who has the authority to apply for, review and approve the grant application process and the appropriate steps to apply for and receive a grant.

This Lean process successfully:

- Created a flow chart with process steps clearly defined.
- Clearly defined roles and responsibilities within the process.
- Defined the potential grants available and resources.

Project Results



Time

Decreased wait time **from 4 weeks to 1 week.**



Rework eliminated by 3 weeks

Project Details

Date improvement project was initiated: 6/12/2019

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