

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: _____ Dept: _____ Phone: _____

This is a request to

- review, approve, and/or sign a grant agreement/award
- other

Grant title: _____

Grantor: _____ *Amount:* \$ _____

Attestation:

- Match is *not* required.
- Match is required. Match will be met in the form of ¹ _____

I attest that this asset has been approved/appropriated in ² _____

Department Director signature

Dept

Date

<i>Routing</i>	<i>Initials</i>	<i>Date</i>		<i>Comments</i>
		<i>In</i>	<i>Out</i>	
<input type="checkbox"/> originating Dept Director	_____	_____	_____	_____
<input type="checkbox"/> Grants Coordinator	_____	_____	_____	_____
<input type="checkbox"/> Finance Director	_____	_____	_____	_____
<input type="checkbox"/> City Attorney	_____	_____	_____	_____
<input type="checkbox"/> City Manager	_____	_____	_____	_____
<input type="checkbox"/> Mayor	_____	_____	_____	_____
<input type="checkbox"/> City Clerk	_____	_____	_____	_____
<input type="checkbox"/> Finance Committee	_____	_____	_____	_____
<input type="checkbox"/> Finance Dept	_____	_____	_____	_____

Return to Originating Department

GRANT Briefing Document, continued

Provide a short narrative. Include:

-program description	- purpose of funds	- due dates
-grant period	-amount of request or award	
-special features, e.g., environmental impact implications, notarization required		

¹ Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

² Examples: FY__ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.