



Grant Routing Sheet

\*COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED\*

Date Routing Initiated: \_\_\_\_\_ Application Due Date: \_\_\_\_\_

Originating Department: \_\_\_\_\_ Department No.: \_\_\_\_\_

Submitter's Name: \_\_\_\_\_ Direct Telephone No. (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Other Participating Departments: \_\_\_\_\_

**BEFORE COMPLETING AN APPLICATION:**

- 1. READ THE GENERAL INSTRUCTIONS. \_\_\_\_\_ (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. \_\_\_\_\_ (Submitter's Initials)
3. DEPARTMENT HEAD ORIGINATING DEPT. \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date
4. ASSISTANT CITY MANAGER \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

**BEFORE SUBMITTING AN APPLICATION TO THE AWARDING AGENCY:**

- 5. PREPARE INITIAL DOCUMENTATION PACKAGE FOR REVIEW TO INCLUDE (EITHER HARD COPY OR ELECTRONIC): ALL DOCUMENTS RELATED TO THE GRANT, INCLUDING, BUT NOT LIMITED TO INSTRUCTIONS, ATTACHMENTS, EXHIBITS, GRANT DOCUMENTS, PRIMARY GRANT (IF SUBAWARDEE). \_\_\_\_\_ (Submitter's Initials)
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. \_\_\_\_\_ (Submitter's Initials)
7. CITY ATTORNEY \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date
8. BUDGET DIVISION \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date
9. HUMAN RESOURCES \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

10. FINANCE DEPARTMENT

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

11. RISK MANAGEMENT

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AFTER GRANT IS AWARDED:**

- ✓ After the grant award has been received, and if there no changes to the application or condition(s), the grant may now be placed in Granicus for City Council action.
- ✓ Reference "Quick Tips for Submitting Grants - City Council Agenda"



If there are **ANY** changes to **ANY** component of the grant, consult with your department's City Attorney for advice on whether to re-route the grant for second approval or continue with the placement of the grant on the Council agenda.