



### 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 are 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.