



## Grant Proposal Overview

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

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

1. **PRIMARY OR SUB-AWARD:** Application will be submitted to \_\_\_\_\_ the agency that is the primary source of funding (City = Primary Awardee); \_\_\_\_\_ to an agency that has received the funds from another awarding agency (City = Sub-Awardee).

If the City is a Sub-Awardee, the agreement between the Primary Awardee and the agency to which the City is making application must be attached to this Overview.

2. **GRANT AWARD PERIOD:** If awarded, funds are expected to be received: \_\_\_\_\_ in the current fiscal year only; \_\_\_\_\_ in the current fiscal year and the future fiscal year(s) of \_\_\_\_\_ or \_\_\_\_\_ in the future fiscal year(s) of \_\_\_\_\_.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during \_\_\_\_\_ fiscal year(s); and was previously awarded during \_\_\_\_\_ fiscal year(s).

If previously awarded, provide all prior agenda items numbers and dates of Council approval.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **BACKGROUND/PURPOSE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **TYPE OF GRANT EXPECTED TO BE AWARDED:**

Cash Amount \$ \_\_\_\_\_

Non-Cash (Describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**6. FINANCIAL OBLIGATIONS:**

a. **Current Financial Obligations:** This grant will      will not      require matching funds/contributions. If so, please indicate in the space below the amount and whether the match is cash or in-kind, or both.

**Required Match – CASH**

**Required Match – IN KIND**

Amount: Cash \$ \_\_\_\_\_

\*Value of In-Kind \$ \_\_\_\_\_

\* Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. **Future Financial Obligations:** This proposal will      will not      incur commitments or financial obligations for the City beyond the grant period. If it will, an authority memorandum from the City Manager’s Office-Budget Division estimating future matching requirements and the time period must be attached to this Overview.

c. **Resource Obligations:** This proposal will      will not      require special facilities, equipment and/or services provided by the City. If it will, summarize arrangements in a separate memorandum and attach to this Overview.

**7. Sources of Grant and Matching Funds:**

Please identify the funding source of your grant and any required or non-required matches.

- For Federal grants, please provide the Federal Catalog Number (CFDA) and the grant number.
- For State grants, the grant number must be supplied.
- All grant matches must be supplied by the submitting department, unless they have historically received a contribution/match from the City’s Matching Funds Pool or a special arrangement has been made with the City Manager’s Office-Budget Division.
- If another City department, other than the submitting department, will be providing a funding or in-kind match, documentation to that effect must be submitted along with this grant packet.

Federal            \$ \_\_\_\_\_  
 Pass Through   \$ \_\_\_\_\_  
 State             \$ \_\_\_\_\_  
 Foundation     \$ \_\_\_\_\_  
 Private          \$ \_\_\_\_\_

Federal Catalog No. \_\_\_\_\_  
 Federal Grant No.    \_\_\_\_\_  
 State Grant No.      \_\_\_\_\_

b. **Source of Matching Funds\*** (Please check all that apply.)

Department: \_\_\_\_\_  
 Budget Line-Item: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Budget Line-Item: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Budget Line-Item: \_\_\_\_\_ Amount: \_\_\_\_\_

*\*If you are listing a department funding source other than your department, the Budget Division will need written authorization of agreement to withdraw these funds.*

