



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.