

## **Grant Routing Sheet**

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

Date	Routing Initiated:	Applic	Application Due Date:Department No.:Direct Telephone No. ()		
Origin	ating Department:				
Submi	itter's Name:	Direc			
E-mai	Address:				
Grant	Title:				
		:			
BEFO	RE COMPLETING AN APPI	ICATION:			
1.	READ THE GENERAL INSTRUCTIONS.		(Submitter's Initials)		
2.	COMPLETE GRANT PROPOSAL OVERVIEW.		(Submitter's Initials)		
3.	DEPARTMENT HEAD ORIGINATING DEPT.	Print Name	Signature	. <u>———</u> Date	
4.	ASSISTANT CITY				
	MANAGER	Print Name	Signature	Date	
BEFO	RE SUBMITTING AN APPLI	CATION TO THE AWARDING	AGENCY:		
5.	ELECTRONIC): ALL DOCINSTRUCTIONS, ATTACHM	ENTATION PACKAGE FOR REVUMENTS RELATED TO THE GRANT DOCUMENTS, EXHIBITS, GRANT DOCUMENTS, EXHIBITS, GRANT DOCUMENTS Initial	RANT, INCLUDING, BUT NO JMENTS, PRIMARY GRANT	OT LIMITED TO	
6.	COMPLETE APPLICATION	OMPLETE 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 <u>ANY</u> changes to <u>ANY</u> 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.