

Grant Routing Sheet *COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED*

Date Routing Initiated:	Appl	Application Due Date:	
Originating Department:		Department No	.:
Submitter's Name:	Dire	ect Telephone No. () _	
E-mail Address:			
Grant Title:			
Other Participating Departmen	nts:		
BEFORE COMPLETING AN AF	PPLICATION:		
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 APP	LICATION TO THE AWARDIN	G AGENCY:	
ELECTRONIC): ALL DOINSTRUCTIONS, ATTAC	MENTATION PACKAGE FOR R DCUMENTS RELATED TO THE CHMENTS, EXHIBITS, GRAN	Grant, including, but no it documents, primary	OT LIMITED TO
6. COMPLETE APPLICATIO	N <mark>except</mark> necessary signat	TURES (Subn	nitter'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 <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.