

REQUEST TO APPLY FOR/ACCEPT GRANT FUNDS



PART #1: Request to Apply for Grant Funds

(complete before submission of grant application; email to jeri.ohman@appletonwi.gov)

APPLICANT DEPARTMENT: _____ **DATE:** ___/___/___

APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE: _____/_____

COMMITTEE OF JURISDICTION: _____

NAME OF GRANT/FUNDING SOURCE: _____/_____

AMOUNT OF GRANT REQUEST: \$ _____ **LOCAL MATCH REQUIREMENT:** \$ _____

SOURCE OF MATCH: General Fund Non-General Fund Not Applicable

TIMEFRAME OF GRANT: ___/___/___ through ___/___/___

TYPE OF GRANT REQUEST: Monetary Other (explain under 'purpose of grant')

PURPOSE OF GRANT (summary): _____

How does the grant meet City/Department/Program goals? _____

What are the personnel requirements (include both existing and new staff) of the grant? _____

DEPARTMENT HEAD SIGNATURE: _____

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AMOUNT OF GRANT AWARD: \$ _____ **FEDERAL/STATE ID #:** _____

LOCAL MATCH REQUIREMENT: \$ _____

Please describe the source of match, if applicable: _____

Please describe any major changes in proposed grant-funded activities: _____

<i>PART</i>	<i>TO:</i>	<i>DATE:</i>	<i>TO:</i>	<i>DATE:</i>	<i>TO:</i>	<i>DATE:</i>
#1: Request to Apply	Finance Dept		COJ – Info/Action		FAC – Info/Action	
#2: Request to Accept	Finance Dept		COJ – Action		FAC – Action	

COJ = Committee of Jurisdiction

FAC = Finance and Administration Committee