

Grant Proposal

All grants awards exceeding \$2,500 or those creating a future annual financial obligation of that amount or acquiring a new asset must be approved by the City Council prior to City staff submitting applications.

Grants that do not require approval of the Council may be approved administratively by the City Manager.

Name of the Grant:

Purpose of Grant:

Amount of Grant: \$

Source: Federal _____ State _____ Foundation _____ Other _____

Sub-Recipients:

Line Items to be used for Grant:

Revenue:

Expenditure:

Conditions:

Applicable Match <i>(Describe the financial requirements of the City for the grant)</i>	
In Kind Allowed <i>(Does the City have the ability to meet the grant requirement with means other than cash?)</i>	
Reimbursement Process <i>(What does the granting agency require for reimbursement?)</i>	



Post Grant Obligations <i>(What is required of the City after grant work is complete?)</i>	
Plan to meet obligations	

Other Notes:

The department head submitting this grant proposal is responsible for assuring that the information above is complete. This department head must also assure that the condition of the grant are met, including assuring that the finance staff and sub-recipients understand the tracking responsibilities.

Department Head Approval: _____ Date _____

Sub-Recipient Approval: _____ Date _____

Finance Department Approval: _____ Date _____

City Manager Approval: _____ Date _____

The Winooski City Council hereby approves the above Grant Application on the _____ day of _____, 20__.

 City Clerk

