



## Grants/Consultants Pre-Approval

In order to assure that departmental activities are aligned with overall City priorities and financial management strategies, **preparing grant applications (including renewals), conducting feasibility studies, and contracting with consultants** require **prior** review and approval by the Finance Director, Human Resources Director and City Manager before submitting a grant, beginning a study, or contracting with a consultant.

Please submit this form, with Department Head approval, to the Finance Department at least **five** business days in advance of any deadline. The form will be reviewed for approval by the Finance Director and then routed to the Human Resources Director and then the City Manager for final approval. Upon approval (or rejection), this form should be routed back to the contact listed below.

*Please provide concise responses to the following questions, if applicable:*

### I. Brief project summary

Department/Division/Program:

Your name:

Title:

Your phone:

Email:

Funder:

Scope and nature of project:

Expected duration:

### II. Why the project is necessary

- How does this project align with your departmental/division strategic plan and/or Council goals?

- How does this project help improve efficiency and/or effectiveness?

**III. Intended Outcome**

- What is the overall project goal? (attach copy of logic model, if applicable)
  
- How will you know if it was a success?

**IV. Cost to City**

- Is there a City match required? If so, how much?
  
- Will the grant be used to pay existing staff salaries? Will any new project staff be requested? If the grant is being used for staff, are fringe benefits also included in the grant budget? (Note: The City's FY19 Fringe Rate is 36.61%.) If not, what percentage would the City have to cover?
  
- Will the grant cover any equipment needs, such as a computer and printer? Desk/chair?
  
- Will any portion of this grant be passed through to another entity? If yes, how much?

Approved:

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Department Head

\_\_\_\_\_

Date

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Human Resources Director

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Date

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Finance Director

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Date

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City Manager

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Date