

GRANT AUTHORIZATION FORM

STEP 1- (to be filled out by Project Manager)

☐ New Completed Request ☐ Continuation ☐ Amendment to Grant ☐ Initial Notification
Materials to follow

ATTACH A COPY OF GRANT APPLICATION WITH DETAILED BUDGET.

Name of Grant: _____

Department requesting grant: _____ Project Manager: _____

Briefly state purpose: _____

Proposed grant time period: _____

Match required? \$ _____ Money in your budget? If so, where? _____

Long Term Budget Cost? Yes/No Approximate Annual Budget Impact? _____

Department Director signature: _____

Turn into County Treasurer.

STEP 2- (to be filled out by County Treasurer)

1. Is everything in order? ____ YES/NO ____ 2. Funding Proposal acceptable? ____ YES/NO ____

3. Unique identifier assigned to grant (for tracking purposes only): _____

Signature of County Treasurer _____ Date: _____

Forward to Grant Oversight Committee

STEP 3

☐ Approved to commence with the application process

Or

☐ Needs Commissioner review and acceptance to submit

County Manager

Date

If the grant is awarded, you must submit award letter and contract to the County Manager. Go to STEP 4

STEP 4

The Grant has been awarded. You are authorized to commence with the scope of the grant received

County Manager

Date