

Grant Award Record - Supplementary Form

Grant Title		
Grant Number		City Project Number:
Grant Period		

Award Supplements/Modifications, Amount with Dates of Approval:

Budget Amendments/Revisions with Dates of Approval

REMINDER- In addition to the above information, Departments receiving grants are also reminded of their responsibility to provide the Finance Department with copies of the following documents including, but not limited to, the following:
 Application Guidelines – Application – Notice of Award – Letter/Statement of Grant Award/Acceptance – Grant Award Special Conditions – Financial Clearance Memos -- Post Award Instructions and Reporting Requirements – Financial Reports – Requests for Funds/Payment Requests – Treasurer Receipts – Progress Reports – Grant and Budget Amendment Requests and Dispositions – Award Supplements and Modifications -- Etc.

If in doubt about documentation, please contact Clowe Nicholson, Grants Coordinator, or Mary Blowe, Finance Director.

Submitted By:		Date:
Department:		

