

## Grant Award Record

Formal Grant Title			
Application Date			
City Title			
Funding Agency		New:	Continuation:
City Department		Grant Contact:	
Grant Award		Grant #:	Fed. Cat. #:
Award Notice Date		Grant Period:	
Cost Share/Match Requirement			
Allocation/Source of Funds (F/S/L)			
Total Grant Project Funding			
Funding Agency Program Officer			
Funding Agency Financial Officer			
City Project Number			
City Revenue Account (s)			
City Expenditure Account			
Required Reports			
Audit Report Requirement(s)			

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:
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