GRANT REVIEW

Tracking #:

Grants Office Assigns

Important: Draft documents need to be submitted to the Grants Coordinator <u>**2** weeks in advance of due date</u> (Grants office requires up to 3 working days to review). The final proposal needs to be re-submitted <u>3 days in advance of the due date</u> to assure timely submission to the Grantor Agency.

Project Name:		New Application 🔲 Renewal 🔲 Modification to Existing Grant	
Please provide the followir	ng documents to the	Grants Coordinator along with th	is form:
1. Grant Announceme			
2. Draft Proposal/Narr			
3. Project Budget (Draft Acceptable)			
		Only those required for grant.	
CFDA# : (Rec	juired)	Grant Submission Deadlin	e:
Funding Agency Name:		Amount Requested: \$	
Match Amount: \$	% required:	Match Type (cash, in-kind,	. etc.):
Match Source (be specific):	·		
Indirect Amount: \$	t Amount: \$ Indirect %: Indirect Waiver Amount: \$ (if not at approved rate, NPTEC waiver for lost funds required)		
		••	
Number of New Staff Required:		Amount of additional Space Needed: sq. ft. (assume 150 sq. ft. for each new employee)	
Contact:			
Project Coordinator		Department Phone #/Extension	
<u>REVIEW and APPROVAL</u> :			
Project Coordinator	Date		
Director/Manager	Date	Grants Coordinator	Date
Executive Director	Date	Finance Manager	Date
	• • •	IMPORTANT NOTE get their proposed grant submiss pposal to sub-committee(s) unless	-

fully approved.

Updated 10/1/2021