

# GRANT REVIEW

Tracking #: \_\_\_\_\_

Grant Office Assigns



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

Project Name: \_\_\_\_\_  New Application  Renewal  Modification to Existing Grant

**Please provide the following documents to the Grant Management Staff along with this form:**

1. Grant Announcement/Request for Proposal
2. Draft Proposal/Narrative
3. Project Budget (Draft Acceptable)
4. Other Documents/Attachments/Forms – *Only those required for grant.*

ALN #/CFDA#: \_\_\_\_\_ (Required) Grant Submission Deadline: \_\_\_\_\_

Funding Agency Name: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Match Amount: \$ \_\_\_\_\_ % required: \_\_\_\_\_ Match Type (cash, in-kind, etc.): \_\_\_\_\_

Match Source (be specific): \_\_\_\_\_

Indirect 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*

## REVIEW and APPROVAL:

\_\_\_\_\_  
Project Coordinator Date

\_\_\_\_\_  
Finance Manager Date

\_\_\_\_\_  
Director/Manager Date

\_\_\_\_\_  
Planning & Econ Dev Manager Date

\_\_\_\_\_  
Grants Management Date

\_\_\_\_\_  
Executive Director Date

### IMPORTANT NOTE

It is the individual program's responsibility to get their proposed grant submission on the agenda for their respective subcommittee. **Do not submit a proposal to sub-committee(s) unless this form is complete and fully approved.**