

City of Pasadena, TX
Grant Request Form



Purpose of Form:

Grant revenues are an important part of the City's overall resource picture, especially in funding capital improvements. Actively seeking out grant revenues that assist in achieving identified City goals and objectives play a key role in the City's overall financial health strategies.

The purpose of this form is to assist in ensuring that each grant application submitted by or on behalf of the City is aligned with an established City priority, meets the City's expectations of document quality, has matching funds available if required by grantor, and that the means for continuation of the project or program after the grant period ends has been given realistic consideration.

Directions for completing form:

The Grant Form and **all** supporting documents (grant information, Agenda Resolution, etc.) should be completed and routed to Budget - Attn: Compliance Officer **TWO WEEKS PRIOR** to the City Secretary's Agenda Deadline to allow for proper review and routing for placement on the City Council Agenda. Documents not submitted in a timely fashion will not be placed on the City's Agenda for approval by City Council. **Please be mindful of the Grantor's Application Deadline requirements.**

Definitions:

Federal, State and Local Governmental Grants all have a specific purpose and are subject to Single Audit and are reported In the Grant Management Funds.

Memorandum of Understanding (MOU) are where Joint Law Enforcement Operations are reimbursed for overtime by a federal department after the city carries out a public purpose described in the MOU. Even though these funds come from the federal government and are considered a reimbursement of operational expenditures, they are not a grant. These funds are not subject to Single Audit and are posted in a general fund revenue account.

Funds from a Non-Profit and Other Agencies are considered donations and/or gifts and are not part of this policy and are not subject to Single Audit and follow the City's standard Donation Procedures.

Private indicates a grant is being provided by a non-federal or non Not-for-Profit agency.

Anticipated Costs: this is the estimated amount that is required to complete the project for which the grant is being applied. Should the grant not cover the cost of the project, the department must determine if available funds are available from the City to cover the expense.

Should you have any questions concerning the type of grant you are applying for, please contact Michelle Wilson, Compliance Officer, at 713-475-7290 or email mwilson@pasadenatx.gov.

PLEASE SAVE A COPY OF THIS DOCUMENT AS CHANGES WILL NOT BE AUTOMATICALLY SAVED.



City of Pasadena Grant Request Form

Requesting Department:	Date:
Contact Name:	Contact Phone:
Contact E-mail:	
Grantor/Funding Agency:	Grant Amount:

Type of Grant (select):	Federal:	State:	Private Agency:	
	MOU:	Pass-Through:		
Application submission deadline:				
Duration of Grant:				
Anticipated Costs:				
Match Requirements:	Yes:	No:	Amount/Percentage:	
If Matching required, are funds available?	Yes:	No:	Fund #:	
Reporting Requirements:	Yes:	No:	Type of Reporting:	Financial: Compliance:
Other departments impacted by use of Grant	Yes:	No:	Specify Departments:	
CFDA #				

Purpose/Justification of Grant (need/benefit; alignment with City Strategic Plan; etc):

Impact to Fiscal Year Budget:

Additional Employees Required:	Yes:	No:	# Required:
Total anticipated Salary Expense:			
Total Anticipated Benefit Expense:			
Contractual Services Required:	Yes:	No:	Anticipated cost:
Materials/supplies anticipated cost:			

Requestor Signature		Date:
Approvals:		
Budget Director:		Date:
Compliance Officer:		Date:
Controller:		Date:

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Fund Source:	
Grant Title:	
Grant Application Due Date by Grantor:	

Please answer each of the following questions to support the Grant Benefit and Cost Analysis.

1. What is the purpose of the grant and describe its consistency with the identified City goals and objectives:

2. Describe any additional staffing, office space, facilities, supplies, or equipment that will be required if the grant is awarded:

3. Will there be any ongoing impacts of the grant program after is completed?:

4. List the responsibilities of other departments (if any) and impacts on them in preparing the grant application or performing the scope of work if the grant is awarded:

5. Total program costs, including portion funded through grant revenues and any required City Contribution:

6. Source of funding for any required City Share:

7. Compliance and audit requirements, paying special attention to the grantor’s administrative procedures (reporting requirements, wage requirements, time and effort reporting, etc.):

What's Next After Grant Application has been approved by the Grantor/Granting Agency:

Award Notification and Acceptance Procedure

1. All departments that receive a grant award shall date stamp, duplicate, and forward a copy of the award notification, the grant agreement or contract, and any memoranda of understanding to Compliance Officer within 2 days of receipt.
2. Awards granted to the City **must** be formally authorized by City Council.
 - a) The Project Manager shall prepare the Agenda request (ordinance) for City Council authorization for the Mayor to execute the Grant Agreement and related documents. **Please note:** The Controller's office and the Budget Department signatures are required on the ordinance prior to turning in to the City Secretary for placement on the agenda for Council approval.
 - b) The Department Director or Project Manager must ensure that the grant agreement or contract and all other necessary documents (i.e. Certification of funds if necessary) is attached to the Agenda request.
 - c) After the agenda request has been approved by City Council, all signatures from both the City and the Grantor must be obtained. The department must then provide an original of the fully executed (signed) grant agreement to the City Secretary and a copy to the Compliance Officer when the fully executed grant agreement is returned to the City by the grantor.
3. For a MOU, prepare a council agenda request (resolution) to accept reimbursement funds.