



Quick Tips

Submitting Grants on the City Council Agenda

- ✓ Start **EARLY-!**
- ✓ It is the **submitting department's responsibility to follow-up on all grant items** submitted in Granicus.
- ✓ **ALL** Granicus/Legistar 5 submissions **MUST BE COMPLETED BY THE AGENDA DUE DATE (including all reviews and approvals)**, not started in Granicus/Legistar 5 on the due date-! Incomplete agenda items may be deferred. Follow the respective "Sample - Agenda Item" template to ensure language consistency.
- ✓ Agenda items that contain errors such as grammatical, numerical, dates/fiscal years, or inconsistent information **will be** sent back to the submitting department for correction.
- ✓ The **Grant Proposal Overview Form, Grant Routing Form and grant award letter are required attachments for all grant-related agenda submissions, whether the grant is new or recurring.**

Preparing the City Council Agenda Package: The City Council agenda package should be prepared only *after the grant award has been received*. Draft with care. Ensure statements are concise, clear, and without clerical and grammatical errors. With respect to specific sections that must be completed in Granicus:

1. Title: The title should read: "Resolution to Amend the Fiscal Year XXXX Council Approved Budget to Accept and Appropriate the (Name of Grant) Awarded by the (Name of Grantor). *Please refer to the respective "Sample - Agenda Item" template.*
2. Purpose/Background: 1-2 sentence synopsis of the purpose and background of the grant.
3. Discussion: 1-2 paragraph synopsis to concisely explain the purpose, history and use of the grant.
4. Impact: Statement of Financial/In-Kind Benefit to be Received/Contributed.
5. Resolution: The "NOW, THEREFORE, BE IT RESOLVED ... " must include language that expressly "amends" the respective fiscal year Council Approved Budget to "accept and "appropriate" the respective grant funds and any supplemental funding. *Please refer to the respective "Sample - Agenda Item" template.*

Helpful Tips from the City Attorney' Office

- ✓ Bring your department's City Attorney liaison into the grant process as soon as possible.



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- ✓ If you are completing an on-line grant application, be sure to “preserve” the information so that it can be included in the Granicus (agenda software) item.
- ✓ Work with your department’s City Attorney liaison to redact sensitive information, i.e. employee names(s) and salary(ies), etc. from any attachments.

Helpful Tips from the City Council’s Office

- ✓ When inputting/importing information into Granicus, be sure to adhere to the City Council’s office instructions for formatting, font type, font size, etc.
- ✓ Make sure that the statements (i.e. background/purpose, discussion, impact, etc.) in Granicus/Legistar 5 are clear, concise and informative.
- ✓ Check agenda item thoroughly to ensure that there are no numerical or spelling errors or other grammatical mishaps.
- ✓ Make sure all attachments are relevant and specific to your agenda item and in a .pdf format.
- ✓ For recurring grants, be sure to include the year (fiscal or calendar) of the grant when titling the agenda item.
- ✓ Inform the City Council’s office of any attachments that are confidential or otherwise sensitive in nature as well as information that needs to be redacted.
- ✓ Have a representative from your department – who is knowledgeable about the grant - be in attendance at the City Council meeting for which the grant has been submitted in case any questions arise.

Helpful Tips from the City Manager’s Office-Budget Division:

- ✓ **Refer to the sample agenda templates** when wording the Granicus item, especially the "**Title**" of the item and the "**Body**."
- ✓ Include the Grant Proposal Overview, the Grant Routing Form with the accompanying approvals, if provided in a format other than on the Grant Routing Form such as email, and the grant award letter.
- ✓ Double check all figures and calculations in the agenda item and on any supporting documentation.