



# Quick Tips when Applying for Grants

- ✓ Start **EARLY** in gathering the information needed.
- ✓ Stay **organized** as different reviewers may have different questions.
- ✓ It is the **submitting department's responsibility to follow-up on all grant-related items**, whether items distributed for review via e-mail or submitted in Granicus for Council acceptance and appropriation.
- ✓ Grant-related items go before City Council **only** when the grant has been awarded. City Council approval is not needed for grant applications.
- ✓ It is the submitting department's responsibility to ensure that their grant application contains no errors or inconsistent information such as numerical, dates/fiscal years, etc.
- ✓ The **Grant Proposal Overview Form and the Grant Routing Form are required for all grants, whether the grant is new or recurring**. The absence of these forms will cause a delay.

## *Helpful Tips from the City Attorney' Office*

- ✓ Bring your department's City Attorney liaison into the grant process as soon as possible.
- ✓ 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 Manager's Office-Budget Division**

- ✓ If the grant requires a local cash match, please make sure that the **funds are currently available and that the funding source(s) for the match(s) is/are clearly described** in the Grant Proposal Overview. Include supporting documentation showing how the cash match number was derived. If needed, use a supplemental worksheet.
- ✓ If you are **collaborating** with another department to fund the local match, written authorization/confirmation from that department **must be** included in the grant packet (1) confirming they will fund the local match; (2) the amount to be funded and (3) the account number(s) in which the funds are housed.
- ✓ Make sure that all calculations have been double-checked and ties to the figure(s) represented in the agenda item.



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## *Helpful Tips from Human Resources:*

- ✓ If your grant is being used to fund a position, Human Resources **must** provide a sign-off of the grant, whether it is a new grant or a recurring grant.
- ✓ It is important to communicate to grant-funded employees that their position is grant funded and there should be no expectation that the City of Hampton will absorb the cost of the position(s) if the grant should end.

## *Helpful Tips from the Finance Department:*

- ✓ When sending documents via e-mail for review, please include the entire **Finance Grant Review Team** in the e-mail.