



# Quick Tips for Grants in General

- ✓ 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 items**, whether submitted in Granicus or distributed for review via e-mail
- ✓ Grant-related items only go before City Council when the grant has been awarded. In other words, an **award letter** must be **in hand** before the item is placed on the City Council agenda.
- ✓ Agenda items that contain errors or inconsistent information such as grammatical, numerical, dates/fiscal years, **will be** sent back to the submitting department for correction.
- ✓ 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 undoubtedly 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 Council's Office*

- ✓ When inputting/importing information into Granicus, be sure to adhere to the City Council's office instructions for formatting.
- ✓ 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) when titling the agenda item.



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- ✓ Inform the City Council's office of any attachments that are confidential or otherwise sensitive in nature.

## *Helpful Tips from the City Manager's Office-Budget Division:*

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

## *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.
- ✓ Human Resources must have the correct grant account from which the salary will be paid. Be sure to consult the Grant Accountant in the Finance Department.
- ✓ 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.



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## *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.
- ✓ Prior to the grant funds being loaded in the New World System, the Finance Department must be supplied with signed copies of all grant documents, including the City Council Resolution, before establishing the account/loading the budget. This includes, but is not limited to:
  - Grant Application
  - Grant Award letter
  - Certified City Council Resolution