|  |  |
| --- | --- |
| Date  | Click to enter date |
| Department | Click to select department |
| Department Project Manager  |  |
| Contact Extension  |  |
| Project Name |  |

|  |  |
| --- | --- |
| Application Deadline  | Click to enter date |
| Funding Agency |  |
| Grant Program  |  |
| Requested Amount  |  |
| Match Required?  | [ ]  None [ ]  Cash [ ]  In-Kind | Amount: |  |

|  |
| --- |
| **Any major changes from the Project/Programs original goals and objectives?**  |
|  |
|  |
|  |
| **Any planned Major Purchases (>$2500) during this grant cycle; equipment, etc.:** |
|  |
|  |
|  |
| **Reporting Requirement Changes** [ ]  **Click YES** [ ]  **Click NO If Yes, explain**  |
|  |
| **Matching Requirement Changes** [ ]  **Click YES** [ ]  **Click NO If Yes, explain**  |
|  |
|  |
| **Attach a preliminary budget for this grant cycle using the budget calculator spreadsheet.** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Signature | Date |
| Department Head Recommendation | [ ]  Approved[ ]  Denied |  | Click to enter date |
| Finance Department Recommendation  | [ ]  Approved[ ]  Denied |  | Click to enter date |
| Town Manager’s Office Recommendation   | [ ]  Approved[ ]  Denied  |  | Click to enter date |