



CITY OF RICHMOND

GRANT COVER SHEET - **INSTRUCTIONS**

To: Grants Division
Department of Budget & Strategic Planning

From: Grant Application Submitter's Name & GrantSubmitter@rva.gov
Grant Application Submitter's Name & Email Address

Date: MM/DD/YYYY

Requesting Agency's Assertion:

I, Grant Application Submitter's Name, have reviewed the attached documents for accuracy and completeness and request the Department of Budget & Strategic Planning and the Chief Administrative Officer's review, approval, and signature.

FORM FIELD INSTRUCTIONS

| Field Number | Field Name | Information |
|--------------|--|--|
| 1. | Grant Title | Full Grant Title – no acronyms Edward Byrne Memorial Justice Assistance Grant (JAG) |
| 2. | Type of Submission | Select one type of submission. <ul style="list-style-type: none"> • Application • Award Letter • Grant Agreement (Memorandum of Understanding, Letter of Agreement, Terms and Conditions, Statement of the Grant Award, etc.) • Request for the Mayor's Signature |
| 3. | Due Date/Time | Enter the grant due date and time. |
| 4. | Amount Requested | Enter the amount requested. |
| 5. | Match Requirement | Select Yes or No. Enter the match requirement amount. |
| 6. | Ordinance & Resolution Required | Select Yes or No. <ul style="list-style-type: none"> • If an O&R is required, check yes, and begin the O&R process once you have received the grant award letter. • If an O&R is not required, check no and attach the Special Fund Department Detail page with the grant's name from the Adopted Fiscal Plan (Budget Book). |

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| 7. | Summary of Request | Enter the request summary and include a brief but detailed description of the program or project, the fiscal impact, internal/external partnerships, grant life cycle, and the project or program's sustainability, i.e., if the funded project will be included in the general budget (after grant closeout), a reoccurring grant-funded project, or a combination thereof. |
| 8. | Department Director | The Department Director's signature is required when the Grant Cover Sheet is submitted to the City Grant Coordinators. |
| 9. | Budget Analyst | The Budget Analyst's signature is required if there is a match requirement. (Allow 1 to 2 business days) If there is no match requirement , enter N/A. |
| 10. | Grant Coordinator | The Grant Coordinator's signature is required. (Allow 2 business days) |
| 11. | Grant Portal Authorization | Select Yes or No. Enter the grantor's website/portal and the required sections. |
| 12. | CAO Signature Required | Select Yes or No. If the grant awardee did not receive a grant award letter/grant agreement, create a memo for the CAO to sign. |
| 13. | Return signed document(s) | Return the signed document(s) to AskGrants@rva.gov and the Grant Submitter. |
| <p>Please allow <u>10 business days</u> for the Chief Administrative Officer to review and sign the documents.</p> <p>Allow <u>12 business days</u> for the Mayor to review and sign the documents.</p> | | |

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