



CITY OF RICHMOND

GRANT COVER SHEET

To: **Grants Division**
Department of Budget & Strategic Planning

From: _____
Grant Application Submitter's Name & Email Address

Date: _____

Requesting Agency's Assertion:

I, _____, 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.

GRANT SUMMARY AND REQUEST

1.	Grant Name		
2.	Type of Submission	<input type="checkbox"/> Application <input type="checkbox"/> Award Letter <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Request for the Mayor's Signature	
3.	Grant Application Due Date/Time		
4.	Grant Amount Requested		
5.	Match Requirement	<input type="checkbox"/> YES <input type="checkbox"/> NO	Match Requirement \$ _____
6.	Ordinance & Resolution Required	<input type="checkbox"/> YES <input type="checkbox"/> NO	
7.	Summary of Request		

REVIEW, APPROVAL, AND SIGNATURES			
8.	Department Director		
9.	Budget Analyst		
10.	Grant Coordinator		
11.	Grant Portal Authorization	<input type="checkbox"/> YES <input type="checkbox"/> NO	Grant Management System: _____
12.	CAO Signature Required	<input type="checkbox"/> YES <input type="checkbox"/> NO	
13.	Return 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 12 business days for the Mayor to review and sign the documents.</p>			