

Grant Opportunity Pre-Application Process

The **Grant Oversight Committee (GOC)** was formed to review operating grant opportunities before applications are submitted. The committee reviews the following criteria for approval:

- Aligns with City's strategic priorities and approved budget outcomes
- Supports department work plans and contributes to identified performance goals
- Proposed program/project is included in adopted budget, CIP, or Capital Investment Strategy (CIS)
- Complies with financial, procurement, and contractual policies
- Has identified and secured matching funds
- Adds measurable value to existing programs/services

GOC members: Chief Operating Officer, Finance Director, and Deputy Finance Director

The **Grant Opportunity Pre-Application Process** is initiated by the City Grants Team, in collaboration with department staff, and routed to the GOC for review. Recurring Grants do not have to obtain GOC approval. This is the first step in coordinating with the Grants Team to ensure successful grant implementation and compliance. Recurring grants are exempt from GOC review and require only Director-level approval and notification to the Grants Team. Please contact the Grants Team for the current list of recurring grants

1. **Notify Grants Team:** Email the [Grant Supervisor](#) to begin pre-application process
2. **Complete all sections:** [Grant Supervisor](#) will complete with department staff assistance
3. **Include any supporting documentation:** NOFO, draft proposal, preliminary budget or letters of support
4. **Obtain Approval from Department Director/Deputy:** provide date of approval(s)
5. **Submit for Grant Oversight Committee (GOC) review:** Grant Supervisor will submit
6. **Decision:** GOC can either ask for additional information, elevate the decision to the Directors Meeting, approve the request, or deny the request

Department/Division Submitting Request		Staff Contact Name(s)	
Name of Grantor		Grant Program/Project Name	
Pass-Through	☐ Yes ☐ No	Primary Recipient (if pass-thru)	
Grant Fund Type (federal, state, local)	☐ Federal ☐ State ☐ Local ☐ Foundation ☐ Corporate	Type of Grant	☐ Appropriation/Earmark ☐ Block ☐ Competitive ☐ Conditional/Categorical ☐ Coop/Contract ☐ Formula
Grant Request Amount	\$	Total Project Budget	\$
Matching or In-Kind Amount or %	☐ Match ☐ In-Kind	Budget Source	
Anticipated Grant Start Date		Anticipated Grant End Date	
Total Grant Award Available	\$	# of Awards Expected by Grantor	
Partial Award? (Minimum to accept)	☐ Yes ☐ No	Probability of Award (%)	☐ Low ☐ Medium ☐ High
Grant Application Deadline Date		Est. Notice of Award Date	

Link to Grant Notice of Funding/Application:

Provide a brief description of the grant project:

Strategic & Operational Alignment

1. How does the grant support the departments current or upcoming priorities/projects?
2. Does the project complement or duplicate any other initiatives underway in the city?
3. What City Policies or strategies does this grant help implement? (comp plan, functional plan, etc.)

Financial & Resource Considerations

1. Is the funding request amount sufficient to deliver the proposed scope of work? Is there a minimum award amount that would make the grant worth accepting?
2. Is this project already approved in the current budget? If yes, how would these grant funds support or offset?
3. Does the grant obligate the city to ongoing programming/equipment/technology or require continued city support after the grant ends? If yes, briefly describe.
4. Is there a plan for sustaining the project or service after the grant ends, if necessary?

Feasibility & Timeline

1. **Is the application timeline feasible given current capacity?**
2. **Is the implementation timeline realistic & achievable with existing or proposed resources?**

Risk & Impact Assessment

1. **What are the known or potential risks (financial - cost overruns, administrative - staff capacity, legal - federal regs, reputational - high-profile, failure risks, operational - timeline, workplan delays)? Do you expect challenges with administering the grant?**
2. **How will any risks be mitigated?**
3. **What are potential impacts if the grant is NOT received or pursued?**

Grant Management

1. **Who will be responsible for managing the grant if awarded? List staff involved in grant management including those responsible for application submittal, council approval, fund stewardship, reporting requirements, project management, and grant closeout.**

Optional (answer only if applicable)

1. Will new staff positions be created or required? Are these temporary or ongoing?
2. Will the grant require external partnerships?
3. Has this grantor funded the city or department before? If so, describe the outcome.

Department Director Approval Date _____ Deputy Director Approval Date _____