



# TOWN OF CHARLOTTE GRANT PROPOSAL APPLICATION

Grant programs help fill the funding gap for projects which the Town's general fund revenue cannot support and provide opportunities that would otherwise be fiscally impossible. Grant management is essential in the ability to secure and keep awarded funds, and in maintaining strong internal tracking and accounting processes. Incomplete applications and/or missing documents will not be reviewed for Board approval.

Grant proposal applications must be submitted **THREE MONTHS** in advance of grant submission deadline.

## SECTION 1: GRANT MANAGEMENT

FY of Grant Proposal: \_\_\_\_\_ FY of Grant to be Received: \_\_\_\_\_ Grant Submission Deadline: \_\_\_\_\_

Name of Grant Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Department/Committee: \_\_\_\_\_ Title: \_\_\_\_\_

What other Roles or People are needed to acquire this grant? \_\_\_\_\_

Have the other Roles or People agreed to participate? \_\_\_\_\_

What Resources will be needed to acquire this grant? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION 2: GRANT DETAILS & REQUIREMENTS

Name of Grant: \_\_\_\_\_ URL Link: \_\_\_\_\_

Dollar Amount of Grant Requested: \_\_\_\_\_ Match Requirement: \_\_\_\_\_

Is there a Grant Requirement Schedule? \_\_\_\_\_ If YES, what is it? \_\_\_\_\_

\_\_\_\_\_

Point of Contact for the Grant: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of Grant Request (for structural/building improvements, attach minimum of 3 photos):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Qualifications to Receive Funding (provide specific & applicable grant qualifying language):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Signature of Grant Manager: \_\_\_\_\_ Date Submitted to Town Administrator: \_\_\_\_\_

Signature of Receipt by Town Administrator: \_\_\_\_\_ Grant Proposal Accepted Y/N: \_\_\_\_\_

Date for Selectboard Review: \_\_\_\_\_