

Grant Application Request Form

Form Overview

This form must be completed, and your application approved by the Internal Review Team, BoC, and County Manager before your application can be submitted to a funding agency, even if you expect the grant award to pass through the County to a nonprofit.

Once this form is completed, please send to Ricky Silenzi (ricky.silenzi@chathamcountync.gov) so the internal review process for your grant application can begin. If more space is needed for an answer on this form, please use word or excel and submit it along with this form. A draft budget will also be needed. If the grantor does not provide a budget template, one can be provided to you.

After your submission is reviewed, it will be sent to the Internal Review Team (IRT). If needed, a meeting will be established between you and the Internal Review Team to discuss the grant. Your supervisor and/or department head are welcome to attend with you. The Internal Review Team is comprised of the Finance Director, Budget Director, and both Assistant County Managers.

If **ANY** of the following are true, then you **MUST** request approval from the Board of Commissioners (BoC) to apply for the grant:

- The grant requires County matching funds.
- The grant will fund a new position that the County is expected to sustain after the grant is finished.
- The grant will fund a new program that the County is expected to sustain after the grant is finished.

At least **Two (2) weeks** prior to the BoC meeting, applicants will need to enter their application materials and agenda abstract through Legistar. The Internal Review Team must first approve your application before it can be put on the BoC agenda. Dates of the monthly Board of Commissioners meetings can be found on the County's website.

Applicant Information

Section 1

Name:		Date:	
Department:			
When did you learn about this grant opportunity?			
Where did you learn about this grant opportunity?			
Was this grant discussed in the last budget process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does your department head know you intend to apply for this grant?	<input type="checkbox"/> Yes		

General Grant Information

Section 2

Deadline to Submit Application to Granting Agency:			
Grant Start:		Grant End:	
Funding Agency:			
Funding Agency Grant Program:			

General Grant Information

Section 2 - Continued

Funding Source: <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Foundation <input type="checkbox"/> Corporation	
<i>If Federal Grant, CFDA#:</i> _____ <input type="checkbox"/> Other: _____	
Grant Name:	
Grant Amount:	
Match Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Match Amount:	
<i>Type of Match Required:</i>	<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind
<i>Source of Cash or Type of In-Kind match:</i>	
<i>How will In-Kind match be tracked?</i>	
Type of Disbursement:	<input type="checkbox"/> Reimbursement
	<input type="checkbox"/> Lump Sum (Up-Front, Advance)
	<input type="checkbox"/> Other: _____
Reporting Schedule:	<input type="checkbox"/> Quarterly Reports
	<input type="checkbox"/> Semi-Annual Reports
	<input type="checkbox"/> Annual Reports
	<input type="checkbox"/> Other: _____

Grant Project Information

Section 3

Who will be responsible for the administration of the grant project? (Project Director)	
Who will be responsible for the programmatic reporting for the grant?	
What current employees will be working on the grant?	
Will this grant fund new positions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many new positions will be funded?	
Describe the job duties of the new positions (if more space is needed, please provide the information on another sheet):	

Who will supervise the new positions?	
Will the County be expected to sustain the new positions after the end of the grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will finance need to perform the financial reporting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If no, who will be responsible for the financial reporting?</i>	
Provide a description of the grant project:	
What are the objectives of this project and how will they be measured?	
Will the County be expected to sustain the grant project after the end of the grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Will the grant project advance equity or equity initiatives in Chatham County government or the community?
If yes, please describe in detail. If no, N/A.**

Equity – The just and fair inclusion of people into a society in which all can participate, prosper, and reach their full potential.

Does the grant project align with one or more of the County’s Comprehensive Plan Objectives? (Choose any that may apply)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Preserve the rural character and lifestyle of Chatham County. |
| <input type="checkbox"/> | Preserve, protect, and enable agriculture and forestry. |
| <input type="checkbox"/> | Promote a compact growth pattern by developing in and near existing towns, communities, and in designated, well planned, walkable, mixed-use centers. |
| <input type="checkbox"/> | Diversify the tax base and generate more high-quality, in-county jobs to reduce dependence on residential property taxes, create economic opportunity and reduce out-commuting. |
| <input type="checkbox"/> | Diversify the tax base and generate more high-quality, in-county jobs to reduce dependence on residential property taxes, create economic opportunity and reduce out-commuting. |
| <input type="checkbox"/> | Provide recreational opportunities and access to open space. |
| <input type="checkbox"/> | Provide infrastructure to support desired development and support economic and environmental objectives. |
| <input type="checkbox"/> | Becoming more resilient by mitigating, responding, and adapting to emerging threats. |
| <input type="checkbox"/> | Provide equitable access to high-quality education, housing, and community options for all. |
| <input type="checkbox"/> | Foster a healthy community. |