

GRANT APPLICATION CHECK LIST

Grant Submission:

- _____ Department Director to receive approval from Mayor to apply for grant.
- _____ Complete Grant Application
- _____ Submit copy of Grant Application to Council with request to “Apply & Accept” the Grant. Plan that Council will want to read the legislation three times, which means you will get the signed legislation in six weeks. If you want it sooner in order to submit the grant, you must request that Council “waive the three readings” and add an “Emergency Clause”. This will allow you to submit it immediately after the First Reading by Council.
- _____ Obtain a copy of the signed legislation (Ordinance or Resolution) from Council. Often times, the signed legislation is posted on the website after passage, as well.
- _____ Submit Grant.

Upon Grant Acceptance:

- _____ Request a Project Number from the Finance Department. (Provide them with the Grant Acceptance Letter).
- _____ If a project is greater than \$50,000, you are required to go out to bid for project completion by Ohio Revised Code 308.13 Competitive Bidding. (If your project is not greater than \$50,000, skip to the next section on this instruction sheet, entitled “Preparing for Payments”)
- _____ Request Council to authorize you to go out to bid for the project. This is usually done by a Motion in one meeting. Your request to Council should include your cover letter with the request to go out to bid, along with the bid acceptance letter and a project description.
- _____ Once Council has authorized you to go out to bid, follow ORC 308.13 regarding length of time to advertise and bid acceptance.
- _____ Once bids are back, prepare tabulation sheet of all bids. Indicate lowest & best bid on this.
- _____ Submit a request to Council to accept the lowest and best bid. (Request to waive Three Readings & Emergency Clause if you want to expedite getting the work started). Notify bid winner assigned to complete grant project.

Preparing for Payments:

- _____ Prepare Purchase Orders for any work to be done. Indicate Project Number assigned to grant on each purchase order. Attach all applicable receipts upon completion.
- _____ Notify all applicable departments of the dates the work will be done if it affects their day-to-day operation.

Upon project completion:

- _____ Follow the instructions of the grant to apply for reimbursement. (Each grant has different requirements in this area).