

**CITY OF GUSTAVUS
POLICIES AND PROCEDURES**

**Policy on Submission of Small Grant Proposals
(\$15,000 or less)**

POLICY

It is the policy of the City of Gustavus to facilitate the submission of meaningful small grant related proposals by utilizing a shorter procedure than that required for large grant proposals (\$15,001 or higher). The grant proposal will reflect the goals and priorities of the department or workgroup. Administration: Grant funds awarded to the City (any city department) shall be administered by the City (the Mayor and/or the Treasurer). Any major construction related projects should be submitted to the council with an accompanying scoping document.

PROCEDURE

Departments submitting small grant proposals will fill out the Small Grant Proposal Form. This form will be submitted with the grant proposal to the City Clerk for review by the City Administrator, City Treasurer, or the Mayor. Proposals will be retained in the City files pursuant to the City's record retention schedule.

Small Grant Proposal Form

Part I.

Title of Grant/Proposal/Project: _____

Committee:_____ Committee Contact: _____

E-mail:_____ Phone: _____

Name of funding agency:_____

Funding amount:_____

Are matching funds required? Yes_____ No_____.

If yes, how much? _____

Have these matching funds already been allocated in your budget?

Part II.

1. Provide a brief description of the project in question or the items/class of items to be purchased. If this is a recurring/annual grant from the same source and for the same purpose(s), name the grant, the recurring grant cycle, and complete only this question and enter N/A – recurring, for the rest of the questions.

2. How does this project/purchase fit into your annual work plan?

- What community problem, need, or opportunity will it address?
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?

3. Will the purchase require any on-going expenses for operation, supplies, licenses, subscriptions, maintenance, etc.?

Mayor's Approval (signature): _____ **Date:**

Or reason for denial: