



42 Valley Crescent  
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[www.townofpalmerlake.com](http://www.townofpalmerlake.com)

## GRANT OPPORTUNITY FORM

Please complete this form and submit to Town Deputy Clerk or Administrator for review.

### DEPARTMENT INFORMATION

Requestor's Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### GRANT INFORMATION

Name of grant: \_\_\_\_\_ Contact Name: \_\_\_\_\_

URL: \_\_\_\_\_

Assisting Agency (if other than staff): \_\_\_\_\_

Agency Phone: \_\_\_\_\_ Agency Email: \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_ Grant Application Due Date: \_\_\_\_\_

What is to be purchased? \_\_\_\_\_

Target- What is the purpose? \_\_\_\_\_

Is an Outcome Report Required?  Yes  No      Period of Performance? \_\_\_\_\_

Any Cost Sharing?  Yes  No      If yes, what is the amount or percentage? \_\_\_\_\_

Additional Information or Explanation:

|                       |              |      |
|-----------------------|--------------|------|
| Requestor's Signature | Printed Name | Date |
|-----------------------|--------------|------|

|                           |              |      |
|---------------------------|--------------|------|
| Department Head Signature | Printed Name | Date |
|---------------------------|--------------|------|

**TOWN OFFICE USE ONLY**

Authorized By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_