Village of Cambridge, NY
Grant Application Check List

Project Name:	Village Dept:	Village Contact:
Funding Source:	Contact:	Phone/ E-Mail:
Dates of Project (beg/end):		Total Project Cost:

Approval to Apply for Grant

- Purpose of the grant (2 – 3 sentences):

- Timeline for approval of application and completion of grant activities

- Summary Budget(broad categories) - Include all match or in-kind services: ***please attach***

- Impact on Village operations (e.g. administration, staff time, village resources):

- Benefit to the Village, including relevant goals in Comprehensive Plan:

• If approved by the Board, a file shall be created in the Village Office and shall contain a copy of the application and supporting documentation	
Approved: ☐ Yes _____ ☐ No _____ Board Signature Reason	Date: ____/_____/_____
Approval of Grant Application	
• Submit completed grant application to Board for consideration at least 1 week before the deadline for submission.	
• If letters of support are indicated, provide drafts to the Mayor for transmission to supporters at least 2 weeks before the grant deadline.	
• Include the completed draft of the grant application in the folder referenced above, clearly marked as 'final draft'	
• Attend meeting with board if requested.	
Approved: ☐ Yes _____ ☐ No _____ Board Signature Reason	Date: ____/_____/_____
▪ Submit grant application and file documentation.	

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Receipt of Grant	
• Upon receipt of a grant, the Village Board shall resolve to accept the grant and conditions of receipt.	
• If necessary, a revised budget and implementation plan shall be presented for consideration of approval.	
• The grant contract shall be reviewed by the Village Attorney prior to signature by the department head.	
• A copy of the approved contract shall be filed with the Village Office.	
Grant/Contract # (from grantor): _____ Accounts established: ☐ Yes Date: ____/_____/_____ Account information provided to Treasurer, Grant Administrator and VB liaison: ☐ Yes Date: ____/_____/_____	
Grant Management	
• The grant administrator and Clerk's Office shall initiate an electronic budget for the grant.	
• The grant administrator shall meet with the Clerk's Office quarterly to review and compare the grant expenditures, reimbursements, projections and/or adjustments.	
• All purchasing shall comply with the specifications of the contract and Village Policy.	
• Copies of all purchasing documents, RFPs, bid documents, contracts, etc. shall be placed in the grant file in the Village Office.	
• The grant administrator shall be responsible for completing all vouchers prior to submission to the Clerk's Office for payment. Voucher packet shall include:	
▪ Voucher signed by the Vendor (as needed) and ▪ authorized by the grant administrator or department head	
• Supporting documentation, including packing slips, invoices, etc.	
• The grant administrator or the department head shall report to the Village Board quarterly on the status of the grant, including budgetary concerns, especially related to reimbursement, local matches or in-kind services, along with status of implementation of the contract deliverables.	
• All grant extensions shall be approved by the Village Board. When an extension is requested, the grant administrator or department head shall justify the request in a written report, to include budget implications, to the Village Board.	
• A summary report shall be provided to the Village Board upon close-out of the grant. The report shall include the following at a minimum:	
▪ a detailed final budget	
▪ impact of the grant on the Village (positive and negative)	
▪ any observations relevant to future grant applications.	
Grant Account reconciled - Final: ☐ Yes _____ Signature	Date: ____/_____/_____