

Grant Program Summary - Instructions

- Grant Title – Required Field (Name of the Grant)
- Grant Number – State – Required field- this is the state grant number found on the grant
- Grant Number – Federal- this is the Federal grant number found on the grant this type of grant would make the grant a pass-through grant with a state number associated with that grant
- General description of Grant Work Scope-This should include a general description of what the grant is for and what work needs to be done with the grant funds.
- Cognitive Agency-Required Field- name of the granting or auditing agency for the grant
- Agency Contact-should be found on the grant along with the phone number & extension, operating department, department contact, and contact e-mail.
- Is this a matching grant just check Yes or No. If it is a cash matching grant check the box otherwise leave the box unchecked
- County Agreement Number-this is the number that the clerk-recorder stamps on the grant should say the year followed by a numeric sequence.
- Application date- is the date that the application was submitted, award date is the date of the grant, Est'd completion date is the date that the department believes the work will be completed.
- The program cost summaries are the costs/expenditures for Staffing, Contract Services, Supplies, Other Expenditures, and Indirect costs
- How was the grant portion determined- brief description of the costs associated with the costs associated with the grant.
- Fund Account #'s – this is the organization key(s) and object code(s) given to the department by the auditor's office (**in this field only input the numbers the "-" will auto fill**).
- Other Comments- This is a more detailed description of the grant and the proposal for how the money is to be spent.
- Does this grant contain American Recovery and Reinvestment Act Money (ARRA)- this is a mandatory question and the check box yes or no must be checked the default is no. If yes you must check yes and check no to remove the checkmark in the no field.
- Prepared by- person who prepared the fund
- Grant funds source Federal or State – This is filled in by Treasurer when the funds are received

Grant Claims and receipts of cash- (done each time a claim is submitted and e-mailed to Treasurer (Jenny Varn cc Stephanie Levings) and Auditors (Caleb Nelson cc Van Maddox).

- Done by department- date of claim and amount of claim
- Done by treasurer- deposit permit number, date received, and dollar amount received.

This form should be saved in your office with the title of the grant as the name. Your department should also have a file named current grants like "09/10 Grant File". Once the new claim is submitted save an updated copy. The Treasurer will e-mail you the updated info with the deposit permit number, date and amount received this should update your old file.

Your department should be able to read, write and save this document to the hard drive of your computer. This form doesn't need to manually filled out each time. Once completed and saved this should be a fast easy way for all of us to track grant money.