



Town of Erving Grant Notification Form

Accounting Office Use Only

Date Submitted

Project Title

Grant Title

Grant Source

(Federal, State, Private/non-profit)

Erving Department/Board Applying

Departmental Contact Person

Contact Phone & Email

Summary of Grant Purpose

Grant Amount(dollars)

Cost Reimbursable? (Y/N)

Match Required? (Y/N)

Amount of Match(dollars)

How will Match be Funded?

(Fund code/in kind/etc.)

Grant Period

(start & end dates)

Grant Award date

Grant Standing

☐

Grant is new to this department and will need a new account established

☐

Grant is a renewal or continuation of an existing grant held by this department

Acknowledgement

By signing below, I understand that the department/board that I represent is responsible for ensuring compliance with all requirements of the grantor, such as regular reporting, advertising, procurement methods, matching requirements, and final grant closeout. I will maintain timely reporting and communication with the Town Accountant and Treasurer regarding related expenses and revenue.

Signature

Date

Important: All request & notification forms must have a copy of the grant application, including budget breakdown, a copy of the grant award letter, and a copy of the signed grant contract or it will be returned to the department/board and will not be processed until complete.