



NAVAJO COUNTY GRANT PROCESSING REQUEST FORM

AWARD

Please attach a copy of the letter of award, funding agreement/contract, and the grant application and submit to Grants Coordinator.
For new grants, submit a New Fund Request via Survey Monkey to establish a new fund for the grant.
A copy of the fully-executed grant agreement must be sent to grants coordinator within 60 days of Board of Supervisors approval.

Date Submitted to Finance: _____ Acceptance Deadline: _____

Department: _____

Program Manager: _____

Grant Program: _____

Funding Agency: _____

Agency Contact Name: _____

Agency Contact Phone: _____

Agency Contact Email: _____

CFDA # (if applicable): _____

PROGRAM MANAGER CERTIFICATION: *Initial below*

_____ I understand all Navajo County grants are subject to random monitoring to ensure compliance with Navajo County Grant Policy & Procedure.

_____ In the event that grant funding is terminated or not renewed for any reason, I understand the continuation of the program, including the employment of any grant-funded staff, is subject to review and is not guaranteed.

To be completed by Grants Coordinator

FUNDING APPROVED:

Federal	State	Local	Other	TOTAL

MATCH REQUIREMENTS:

Cash Match Required: _____ NWS Fund Providing Match: _____

Fund Balance is Sufficient for Cash Match Required: Yes No

INDIRECT COSTS:

Indirect Approved: _____

APPROVAL:

Grants Coordinator Signature

Date