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| Name of Grant:       |                      |                      |
| Purpose of Grant:    |                      |                      |
| Department/Division: |                      |                      |
| Point of Contact:    |                      | Phone Number:        |
| Announcement Date:   | Commissioners Court: | Submission Deadline: |

## Pre-Application Considerations:

### 1) Financial

i) Financial Breakdown (First-year applicants, please provide best estimates.)

|                            |               |               |
|----------------------------|---------------|---------------|
| Grant Funding Request:     |               |               |
| <b>Match</b>               | <b>Amount</b> | <b>Source</b> |
| Cash:                      |               |               |
| In-kind:                   |               |               |
| Program Income:            |               |               |
| <b>Total Project Cost:</b> |               |               |

ii) Staffing Requirements (including salary and benefits increases for multi-year grants, number of personnel and brief description of duties. If this a first-year application, please provide best estimates.)

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iii) Operational Needs (i.e., office space, equipment, IT needs, etc.)

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iv) Grant Financial History (Two-year history if available. Please write N/A for first-year applications.)

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v) Sustainability Plan (continuation for grant-funded program if grant funding is reduced or terminated)

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## 2) Programmatic

i) Alignment with department/program's plans and priorities

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ii) Department's capacity to administer the financial and administrative aspects of the grant

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iii) Prior year performance data and accomplishments (Please write N/A for first-year applications.)

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