Grant Implementation Form

(Your Entity Name)

# Grant Basics

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Grant** |  | | |
| **Funder** |  | | |
| **Amount Awarded** | $ | **Purpose** | |
| **Funding Period** |  | **Budget Period** |  |
| **Match Required?** | Yes  No  Cash  In kind Oher (specify): | **Amount of Match** | $ |
| **Lead Staff Person for Grant** |  | | |
| **List of Staff at Meeting** |  | | |

# Grant Agenda

## Review:

* Scope of Work (SOW)
* Objectives / Activities / Timeline
* Budget
* Reporting Requirements

## Questions:

Are there any changes to the:

* Objectives?
* Outcomes?
* Budget?

## Attachments

1. Grant Agreement
2. Final Application Submitted

**Example:**

Grant Implementation Form

(Catalyst Family, Inc.)

# Grant Basics

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Grant** | Community Development Block Grant (CDBG) - COVID | | |
| **Funder** | City of South Lake Tahoe | | |
| **Amount Awarded** | $106,176 | **Purpose**  Assist at least 51% low-to-moderate income children and their families. | |
| **Funding Period** |  | **Budget Period** |  |
| **Match Required?** | Yes  No  Cash  In kind Oher (specify): | **Amount of Match** | $0.00 |
| **Lead Staff Person for Grant** |  | | |
| **List of Staff at Meeting** | Sandy Wallace  Jose Cruz  Elizabeth Phillips  Megan Vincent  Kim Ha-Ho or AJ | | |

# Grant Agenda

## Review:

* Scope of Work (SOW)
* Objectives / Activities / Timeline
* Budget
* Reporting Requirements: See attached amendment

## Questions:

Are there any changes to the:

* Objectives?
* Outcomes?
* Budget?

## Attachments

1. Grant Agreement
2. Final Application Submitted