

## Instructions for Completing the Grant Pre-Application & Post-Award Checklist

**BEFORE** applying for **ANY** grant, regardless of the dollar amount, please complete the "Pre-Award" section of the fillable "**Grant Pre-Application Form & Post Award Checklist**" PDF document located at S://Forms/Grant Form/Grant Pre-Application Form & Post Award Checklist.pdf. After the "Pre-Application" section has been completed, please save the file to the S://Grants folder in the appropriate department/division folder (e.g., S:\Grants\CRE\Cheyenne Community Recreation District), as the name of the grant and current date (e.g., Cheyenne Community Recreation District Fitness Course Grant 09-04-19). Please make sure to provide information for every section of the form as requested. The information is needed in order to accurately set up the financial account(s) for the grant in Innoprise.

Once the file has been saved in the appropriate folder on the S:Drive, please email Robin Lockman, City Treasurer, at ([rlockman@cheyennecity.org](mailto:rlockman@cheyennecity.org)), and Amber Leventis, Budget & Accounting Analyst, at ([aleventis@cheyennecity.org](mailto:aleventis@cheyennecity.org)) to let them know the file is available for review and approval. Approval of the request will occur within (2) business days from the date of email notification. Once the form is approved and electronically signed, the City Treasurer will send an email response to the project/grant manager notifying them of approval.

If the grant application is successful and grant funds are awarded, the "Post Award" section of the approved/signed form **MUST BE** completed by the individual identified on each post-award section as each step in the post-award process occurs. Additionally, copies of the grant award documents (i.e. notice of award, signed grant agreement and attachments, reimbursement requests, grant agreement amendments, etc.) must be emailed to Amber Leventis, Budget & Accounting Analyst as soon as they are received or processed to ensure the grant period, awarded amount, match requirements, and financial and progress report requirements are appropriately identified and tracked.

Your assistance and cooperation with these requirements is appreciated and will ensure the City of Cheyenne is expending grant funds as required by the funding organization. Please feel free to contact Mrs. Lockman or Ms. Leventis with any questions about this process and requirements. Thank you!