

Town of Amenia Grant Application Request Form

Town Board members, committee chairs or employees must use this form to ask the Town Board to approve the preparation and submission of a grant application. Prior to making the request, discuss the opportunity and review the guidelines with the Supervisor and Town grant writer. If both are in agreement that the grant is a good fit, then submit this form by email to the Town Supervisor by noon on the Friday prior to the Town Board meeting in which you want it to be included in the agenda. The email subject line should be “Grant Application Request”.

1. Name of Town Board member, committee chair or Employee making the request:
2. Who will be responsible for preparing the grant application?
3. Who is the funder (e.g. New York Department of Environmental Affairs, Foundation for Community Health, etc)?
4. What is the grant called (e.g. Climate Smart Communities Grant, NY Forward, etc.)?
5. Provide a link to the guidelines:
6. Describe the “ask” or the scope of work that the grant will cover (eg. partial funding for water district well field; partial funding for Highway Garage construction project; funding for playground equipment and hardscaping, etc.):
7. Name the project manager who will be responsible for carrying out the scope of work if the grant is funded. A Town Board member, Committee Chair, or town employee must agree to act as project manager even if the funds will support hiring a manager to do part of the work.

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8. What is the period of performance (start and end date of funding)?

Start date:

End date:

9. What is the ask amount? You may need to estimate at this stage, but refer to the guidelines to make sure the assumed ask amount complies with the grant rules.

10. What is the total budget of the project? You may need to estimate at this stage, but refer to the guidelines to make sure the assumed total project budget amount complies with the grant rules.

11. Is the Town required to provide a match?

Yes No

12. If yes, estimate the amount for which the Town will be responsible (% of ask or \$ amount) for and where those funds are expected to come from. If no, write n/a.

13. When is the grant deadline?

14. What is the notification date?

15. Additional notes (optional):