

Blount County, Tennessee Grant (Contract) Worksheet

(adopted February 21, 2013)

Please provide the information below for any Grant being applied for or recently awarded.

Once completed, return the worksheet via e-mail to the Grant Accountant at accounting@blounttn.org.

Requesting Department: Records Management & Archives Department

Contact Person's Name, email, phone # (person applying for grant): Jackie Glenn, jglenn@blounttn.org 865-380-4295

Financial Reporting Person's information (if different than contact): _____

Project/Program Director's Name, email, phone # _____

Name of Granting Agency: TN State Library & Archives, State Board Programming Grant

Grant Name: State Board Programming Grant

Is a grant application required? YES ☒ NO ☐

Is this a one-time grant? YES ☒ NO ☐ If no, is the grant recurring? ☐

Grant Funds Requested:

Are County Funds Required (Match)? If so when approved, a budget amendment for match will need to be included with this form

No

Total Amount of Grant:

\$ 5,000

Brief Description for Use of Grant Funds:
(Equipment, Gear, Personnel, etc.)

Part-time temporary personnel

If the grant is in the application processes, what is the submission deadline?

16-Sep-19

Worksheet reviewed by -

Grant Accountant and/or Finance Director:

Date of Commission approval:

Please provide the remaining information once the Grant is approved.

Grant CFDA# (Catalog of Federal Domestic Assistance):

Date of Grant Award:

Grant Period: (such as: Oct 1 - Sept 30)

Expiration Date of Grant, as established by the Granting Agency:

Anticipated Closing Date of Grant Project:

How will we receive the Grant Funds? (direct deposit, check, other)

How often will the Grant Funds be sent? (monthly, quarterly, one payment, other)

**** Attach Budget Amendment(s) to this form when grant approved ****