

# GRANT TRACKING FORM



## **PART #1: Notification of Grant Funds**

(email to [tony.saucerman@appleton.org](mailto:tony.saucerman@appleton.org))

**APPLICANT DEPARTMENT:** Police Department

**DATE:** 02/24/2015

**APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE:** Sue Ann Teer/Fiscal Resource Manager

**COMMITTEE OF JURISDICTION:** Safety & Licensing

**NAME OF GRANT/FUNDING SOURCE:** Heaney Family Fund within the Community Foundation for the Fox Valley Region

**AMOUNT OF GRANT REQUEST:** \$2,200

**LOCAL MATCH REQUIREMENT:** \$0

**SOURCE OF MATCH:**  General Fund       Non-General Fund       Not Applicable

**TIMEFRAME OF GRANT:** / / through / /

**TYPE OF GRANT REQUEST:**  Monetary       Other (explain under 'purpose of grant')

**PURPOSE OF GRANT (summary):** Purchase bicycle helmets to be distributed during National Police Week.

**How does the grant meet City/Department/Program goals?** Provide bicycle helmets to children to protect their head in the event of a bicycle related accident and to increase the number of children in the Appleton area who are wearing properly fitted helmets.

**What are the personnel requirements (include both existing and new staff) of the grant?**  
No personnel requirements for this grant.

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_

## **PART #2: Request to Accept Grant Funds**

(complete after notification of grant award; email to [tony.saucerman@appleton.org](mailto:tony.saucerman@appleton.org))

**AMOUNT OF GRANT AWARD:** \$2,200

**FEDERAL/STATE ID #:** \_\_\_\_\_

**LOCAL MATCH REQUIREMENT:** \$0

**Please describe the source of match, if applicable:** no match is required

**Please describe any major changes in proposed grant-funded activities:** Provide children with bicycle helmets. Without this grant we would not have been able to provide helmets during National Police Week.

PART	TO:	DATE:	TO:	DATE:	TO:	DATE:
#1: Request to Apply	Finance Dept		COJ - Info/Action		FAC - Info/Action	
#2: Request to Accept	Finance Dept		COJ - Action		FAC - Action	

COJ = Committee of Jurisdiction

FAC = Finance and Administration Committee