

# City of Keota

## Grant Submission Approval Request

Keota City Council Meetings take place on the first and third Monday of the month. The following information needs to be turned into the Keota City Clerk no later than 10:00 a.m. the Friday before the meeting you wish to have your grant approved. This is required as the Council packets are emailed to the Council and Mayor, agenda posted, packets and agenda posted on the City's website on the Friday before each meeting.

1. Name of Organization and Project:

---

2. A finished copy of the grant application that will be submitted must be provided for the Council to review before approval is given.
3. A timeline of when the work will be done or when the items will be purchased.

Project Start Date: \_\_\_\_\_

Anticipated Completion: \_\_\_\_\_

4. Payments – will the City be required to pay for the items and/or work before the grant money comes through for reimbursement or will the organization applying for the grant cover all expenses.

Anticipated date(s) payment would need to be made by the City:

---

5. Listing of where the items will be purchased from and/or who will be doing the work on the project. The Council prefers local contractors if and when possible.

---

---

---