

## **MEMORANDUM Grants Department**

**MEETING DATE:** November 15, 2022  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Maria Covelli, Grants Coordinator  
**THROUGH:** George Garrett, City Manager  
**SUBJECT:** **Grants Report**

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*Welcome to our new Council Members!*

### **Roles and Responsibilities – Grant Department**

Management and coordination of all aspects of the grant process

- ✚ Researching grant opportunities.
- ✚ Writing, reviewing, and submitting grant proposals for both Governmental and Private grants.
  - Local, State, and Federal Level Grant Opportunities
- ✚ Review grant requirements and coordinate with appropriate Department Directors and Staff to gather required information, discuss budgets/match requirements for grant applications.
- ✚ Follow progress on award status for submitted applications.
- ✚ If awarded, process contract documentation, resolutions, and agenda statements for approval.
- ✚ Submit required grant documentation to Grantor per grant contract.
- ✚ Attend bi-weekly project update meetings and other requested meetings with the Grantor (on specific grants).
- ✚ Create and submit for publication required notices per grant contract.
- ✚ Submit monthly and/or quarterly reports to Grantor as required by grant contract.
- ✚ Process consultant invoices for payment.
- ✚ Process requests for reimbursement to Grantor at appropriate times per grant contract.
- ✚ Process close-out documents as required per grant contract.
- ✚ Submit, as required, project follow-up reports to Grantor per the grant contract.

In addition to my grant coordination duties, I also help to organize volunteers for different events like the Boat Ramps at Mini Season and the City booth when we set up at various festivals.