



CITY OF CAMBRIDGE

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CAMBRIDGE, MASS.

To : ALL DEPARTMENTS

Date : SEPTEMBER 27, 1979

From : JAMES L. SULLIVAN, CITY MANAGER

Reference

Subject GRANT ACCEPTANCE POLICY

In order to expedite the acceptance and appropriation process, for all grants, the following action must be undertaken by the recipient department before any council action can be finalized.

You will need to submit a copy of the grant award letter from the sponsoring agency to the budget office. If the check has already been received, deposit it in the treasury on a Form 30. Please make a copy of the Form 30 and attach it to the grant award letter. Do not submit the entire Form 30 to the budget office, bring it to the cashiers window in the treasury. Should the grant be made on a reimbursable basis please make note of this fact on the award letter.

Please draft a letter to the City Council requesting that the grant be accepted and appropriated into your department's budget. The letter should include the amount of the grant, the issuing agency, and brief description of what the funds will be used for. Complete a Form 11 (Program Budget Change Form) indicating the 15 digit budget code to which the grant will be credited and sign it.

All of the above material must be received by the Budget Office no later than the Wednesday preceeding the Council meeting at which it will be discussed.

Your cooperation in this matter will be greatly appreciated.

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