



Request for Grant Sponsorship for Outside Entities

This form is due to the Grants Department eight (8) weeks before the Friday before the application due date. Submit to grants@gallatin.mt.gov.

Requesting Organization
Name:

Application Due Date:

Granting Agency:

Who are the funds requested from?
(Not Gallatin County)

Link to NOFO or grant
opportunity:

\$ Amount of funding requested

Is there Match required?

\$ Amount of Match required

Type of Match allowed by Grant:

Source of committed Match funds

Does the grant pay indirect costs?

If the grant does not pay for indirect
costs, is this amount included in your
match?

Designated grant manager/authorized
representative:

Email:

Work Phone #

Authorized representative contact
information:

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Contact Mailing Address

Provide a brief narrative of what the project/program is for:

Is the proposed budget attached?

Is the project management plan attached?

Will there be any procurement?
IE construction, purchased equipment, other services.

If there is procurement, do you have an established procurement policy?
If no, Gallatin County's must be utilized.
If yes, the more stringent policy must be utilized.

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Do you have a well-established financial accounting system?

What form does your financial accounting system take?
IE digital, manual, combination.

Have you thoroughly reviewed all applicable regulations for the use of grant funds?

Are you in compliance with all applicable federal, state, and local regulations related to this grant?

I hereby affirm the information herein is true and accurate to the best of my knowledge.

Name:

Today's Date:

Signature:

Example Sponsorship and Application Schedule:

Date:	Materials Due:
12/8/2023	Request for Grant Sponsorship form due to Grants Dept.
12/25/2023	Presentation of management plan/narrative to County Commission
1/12/2024	Application materials due to Grants Dept. for review
1/30/2024	County Commission approval for application
2/2/2024	Application due to granting agency

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