



CITY OF EXCELLENCE MICRO GRANT PROCESS



APPLICATION

- Council representative receives request for funding and provides application to requester
- Council representative ensures application is completed
- Council representative submits application to City Clerk's Office



VENDOR FORM

- City Clerk's Office submits copy of application & completed vendor number request form to Accounts Payable in Finance
- Accounts Payable enters vendor info of requester
- Accounts Payable informs City Clerk's Office once vendor is entered



PURCHASE ORDERS

- Once vendor info has been entered, City Clerk's Office will enter & receive purchase order info
- Check will be issued within five (5) business days of purchase order receipt



CHECK

- Accounts Payable will issue check & deliver to City Clerk's Office
- City Clerk's Office will notify recipient that check is ready for pick up
- City Clerk's Office will enter recipient and amount under respective Council representative's annual micro grant expenditures (\$6,000 allotment)



PROJECT IMPLEMENTATION

- Upon receipt of the check, the recipient organization has 30 days to submit itemized receipts and/or return unused proceeds back to the City Clerk's Office
- Failure to submit receipts and/or unused funds will force an issuance of a 1099 to the responsible party and appropriate legal action