

**GRANT APPLICATION AUTHORIZATION**  
**Attachment A**

**Grant Application Instructions**

In order to apply for grants a Department must receive prior approval before submitting a grant application. In order to submit a grant application a Department must use one of the following approval forms/processes:

**GRANT APPLICATION APPROVAL form:**

1. For grant applications which do not require cash match. The form must include all available information including a draft budget and personnel complement (if applicable).
  
2. For grant applications that may be considered High Profile/Public Interest\*. The Department's Executive Leadership Team (ELT) member will make the final decision whether the item will require going before City Council for an Ordinance to apply. The form must include all available information including a draft budget and personnel complement (if applicable).

**CITY OF SAN ANTONIO (CASH MATCH REQUIRED/NO COUNCIL DATE AVAILABLE) form:**

3. For grant applications that will require cash match or whose application deadline does not permit going before City Council for an Ordinance to apply, permission to apply must be obtained by the Executive Leadership Team (ELT) member via the **CITY OF SAN ANTONIO (CASH MATCH REQUIRED/NO COUNCIL DATE AVAILABLE)** form. The form must include all available information including a draft budget and personnel complement (if applicable).

Once final approval has been granted by the ELT member for all grant application, copies of the completed forms need to be forwarded to Government and Public Affairs, Office of Management & Budget and the Finance Departments.

For all grants that did not previously go before City Council for approval to apply and accept, upon notification of award/funding the Department must prepare and submit an RFCA to accept the grant funds, adopt the budget and personnel complement (if applicable) before beginning operations and incurring fees. A copy of the original signed **GRANT APPLICATION APPROVAL** form used to apply for the grant should be attached to the RFCA.

\*High Profile/Public Interest – is defined as a grant award that is likely to garner high community interest, or the service, type of contracts, or procurements anticipated to be funded by the grant is highly complex or technical in nature, or contract terms and conditions are non-standard or complex.

## CITY OF SAN ANTONIO GRANT APPLICATION APPROVAL

<b>Grant Title:</b>		Humanities Texas Major Grant
<b>Granting Agency:</b>		Humanities Texas (National Endowment for the Humanities pass-thru)
<b>Grant Category:</b> <i>(New; renewal; re-award; funding; increase; other [explain])</i>		new
<b>Solicitation Date:</b>		May 9, 2024
<b>Application Due Date:</b>		August 15, 2024
<b>Department Applying:</b>		Office of the City Clerk
<b>Project Manager/Grant Writer:</b>		Marcus Flores, Archivist
<b>Funding Amount:</b>		\$20,000
<b>Match Requirement:</b>	<b>Cash</b>	<b>USE CASH MATCH REQUIRED/NO COUNCIL DATE AVAILABLE FORM</b>
	<b>In-Kind</b>	<b>\$20,000</b>
<b>High Profile Program (Describe):</b>		Seed money to program new Archives Museum requested by Mayor
<b>Partnerships:</b>		TBD
<b>Ordinance Date/Number:</b> <i>(Previously approved grants)</i>		TBD (2024-08-08-XXXX)

<b>Grant Summary:</b>			
<p>The project requests grant funding to create an exhibit of archival documents to showcase San Antonio's history with contemporary public issues that could include redlining, features highlighting the first female mayor, first Hispanic mayor, and the cultural relationship between San Antonio and international cities through the Sister City program. This project will incorporate the results of a Community Survey to display printed and other forms of media. The project leverages 2022 GO Bond funding to renovate the Municipal Archives &amp; Records Center to open a city museum and match also includes staff time.</p>			
<b>Submitted By:</b>		Marcus Flores, Archivist	<b>Date:</b> 7/29/24
<b>Department Head Authorization:</b>		Debbie Racca-Sittre <small>Digitally signed by Debbie Racca-Sittre Date: 2024.07.29 15:25:19 -05'00'</small>	<b>Date:</b> 7/29/24
<b>Executive Leadership Team (ELT) Member Authorization:</b> <i>(sign one of the two selections)</i>	<b>Approved for Application</b>	Debbie Racca-Sittre <small>Digitally signed by Debbie Racca-Sittre Date: 2024.07.29 15:25:53 -05'00'</small>	<b>Date:</b> 7/29/24
	<b>Requires RFCA for Application</b>	Debbie Racca-Sittre <small>Digitally signed by Debbie Racca-Sittre Date: 2024.07.29 15:26:05 -05'00'</small>	

**PROVISION:**

Submission of this grant application does not obligate the City of San Antonio to accept funds if awarded. The City Manager's Office will make a final determination regarding the availability of cash match requirements.

**CITY OF SAN ANTONIO  
GRANT APPLICATION APPROVAL  
(CASH MATCH REQUIRED/NO COUNCIL DATE AVAILABLE)**

**Instructions:**

Only grant proposals that require a Cash Match or grants with a solicitation timeline that does not permit scheduling of a City Council meeting before the grant application deadline may be submitted for authorization via this track.

<b>Grant Title:</b>	Humanities Texas Major Grant	
<b>Grantor:</b> <i>(Agency name)</i>	Humanities Texas (National Endowment for the Humanities pass-thru)	
<b>Grant Category:</b> <i>(New; renewal; re-award; funding; increase; other [explain])</i>	new	
<b>Solicitation Date:</b>	May 9, 2024	
<b>Application Due Date:</b>	August 15, 2024 (mandatory letter of intent/draft) Final due date September 15, 2024	
<b>Grantee:</b> <i>(Department submitting)</i>	Office of the City Clerk	
<b>Project Manager/Grant Writer:</b>	Marcus Flores, Archivist	
<b>Funding Amount:</b>	\$20,000	
<b>Match Requirement:</b> <i>(notate whether cash or in-kind)</i>	\$20,000 (in-kind)	
<b>High Profile Program (Describe):</b>	Seed money to program new Archives Museum requested by Mayor	
<b>Partnerships:</b>	TBD	
<b>Ordinance Date/Number:</b> <i>(Previously approved grants)</i>	TBD (2024-08-08-XXXX)	
<b>Grant Summary:</b>		
The project requests grant funding to create an exhibit of archival documents to showcase San Antonio's history with contemporary public issues that could include redlining, features highlighting the first female mayor, first Hispanic mayor, and the cultural relationship between San Antonio and international cities through the Sister City program. This project will incorporate the results of a Community Survey to display printed and other forms of media. The project leverages 2022 GO Bond funding to renovate the Municipal Archives & Records Center to open a city museum and match also includes staff time.		
<input checked="" type="checkbox"/> (check to acknowledge provision)	<b>PROVISION:</b> Submission of this grant does not obligate the City of San Antonio to accept funds if awarded. The City Manager's Office will make a final determination regarding the availability of cash match requirements.	
<b>Submitted By:</b>	Marcus Flores	Date: 7/29/24
<b>Department Head Authorization:</b>	Debbie Racca-Sittre <small>Digitally signed by Debbie Racca-Sittre Date: 2024.07.29 15:01:26 -05'00'</small>	Date: 7/29/24
<b>GPA Authorization:</b>	Eduardo Carrasco <small>Digitally signed by Eduardo Carrasco Date: 2024.07.30 11:55:53 -05'00'</small>	Date: 7/30/24
<b>OMB Authorization (Budget Analyst):</b>	Craig Dudek <small>Digitally signed by Craig Dudek Date: 2024.07.30 20:41:50 -05'00'</small>	Date: 7/30/24
<b>Executive Leadership Team Member Authorization:</b>	Debbie Racca-Sittre <small>Digitally signed by Debbie Racca-Sittre Date: 2024.07.29 15:01:51 -05'00'</small>	Date: 7/29/24