



# CITY OF ORLANDO

## Grants & Financial Assistance Approval Form

	Authorized Approver	Signature	Date
*1	OPD Legal Advisor	Approved By: <i>Natasha Williams</i>	5.5.16
Email form to Grants Development Supervisor to continue approval process in Workday (effective 3/19/2014).			
*Department Directors may provide signature on paper above <b>OR</b> wait to approve from Workday inbox.			

Following are the financial, programmatic, legal and procurement considerations for your review:

<b>Today's Date:</b> 04/26/16	<b>City Council Date:</b> 05/23/16	<b>Application Deadline:</b> NA
<b>Name of Grant:</b> FY16 Walmart Foundation Grant		
<b>Sponsor:</b> Walmart Foundation		
<b>Short description of the project or program that will be pursued with grant funding:</b> OPD will request \$2,500 from the Walmart Foundation Community Grant Program for the annual Shop with a Supercop event. This project teams officers up with local elementary students to shop for items needed for themselves or their families during the holidays.		
<b>Short description of the problem or need for the project or program:</b> This grant provides funding for this annual event. The Walmart Foundation has supported this program for several years.		
<b>Anticipated timeline of project or program:</b> October 1, 2016-December 31, 2016		
<b>Name of Initiating Department/Division/Office:</b> Police		
<b>GOC Liaison Name:</b> Lilian Draisin		<b>Telephone #:</b> 407-246-2504
<b>Programmatic Considerations</b>		<b>Indicate Response Here</b>
1. How does the proposed project align with City's priorities and department's core services?		This grant will enhance community outreach and education provided by OPD, aligning with OPD's mission to "Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."
2. Does the proposed project provide or expand essential services to address critical needs?		Funds will be used for the Shop with a Supercop event, which supports OPD's efforts to develop a positive relationship with local youth.
3. Does the proposed project impact other City departments?		No
4. Does the applying department have the capacity to manage this project?		Yes, this grant will be assigned to one of the GOC Liaisons and the OPD Fiscal Manager to set up project accounts and monitor the purchases.
5. Does the applying department have the capacity to fulfill the financial and administrative requirements of the grant?		Yes, the GOC Liaison and Fiscal Manager will assure that all financial and programmatic reports are completed as required.
6. Is this a collaborative effort with an external organization?		No

Financial Considerations	Indicate Response Here
1. What is the total anticipated project cost?	\$2,500
2. How much does the Department anticipate receiving from the grantor? If not receiving cash, include the value of property, equipment, or services.	\$2,500
3. What are the match requirements and funding	None

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source(s)?	
4. If applicable, identify the amount and funding source(s) that support the remainder of the project or program cost.	NA
5. Will the grant be used to fund salaries, wages or benefits and other associated personnel costs?	No
6. Will the receipt of this grant cause the City to incur additional or future operating costs?	No
7. What is the CIP number and/or financial project number associated with this project?	Not assigned yet
8. Will this program generate revenue?	No
9. Is supplanting allowed?	No
10. Does the grantor require any special ways to manage the receipt of grant funds?	No
11. Does the grant require continuation of the project or program beyond the grant period of performance?	No
<b>Legal Considerations</b>	<b>Indicate Response Here</b>
1. Provide a short description of unique contract requirements that the City Attorney needs to be made aware of, or needs to clarify for the Department before the Department applies for the grant.	None
<b>Procurement Considerations</b>	<b>Indicate Response Here</b>
1. Provide a short description of any special procurement requirements that need to be disclosed and evaluated at the time of application.	None
2. Does the receipt of the grant involve the lease or purchase of real estate? If so, please describe the real estate need and add the Real Estate Division Manager as an impacted department director, by adding a row under the first department director in the transmittal sequence on page one of this form.	No

**Workday Required Data**

Proposal  X Award

<b>Sponsor (Grantor):</b>	Walmart Foundation
<b>Flow Through Sponsor:</b>	NA
<b>CFDA #:</b>	NA
<b>CFDA Name:</b>	NA
<b>Start Date:</b>	10/01/2016
<b>End Date:</b>	12/31/16

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<b>Grant Type (Cost Reimbursable, Fixed Amount, Prepaid):</b>	Direct Award (Check)
<b>Award Amount:</b>	\$2,500
<b>Match %:</b>	0%
<b>Match Amount:</b>	\$0