

<p>AOC-BG-1 Rev. 05-2010 Page 1 of 3</p> <p>Commonwealth of Kentucky Court of Justice www.courts.ky.gov</p>	 <p>REQUEST FOR GRANT APPLICATION APPROVAL</p>	<p>Department/Court:</p> <p>County:</p> <p>Date Submitted:</p>
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Project Title:

Project Director:
(Limited to KCOJ Executive Officer, Manager, or Elected Official)

Funding Agency/Grantor:

Funding Program Name:

Application Submission Deadline:

Requested Project Period:

Funding Amount Requested from Grantor:

Match Requirement: No Yes

If Yes, Match Percentage:

Brief Description of the project:
(Attach separate page if necessary)

PERSONNEL

Does the project require the creation of grant-funded positions: No Yes

If Yes, complete table:

Position	Grade	Full or Part Time (if PT, indicate 80/100)	Primary Duty

Will current employees be involved in project activities: No Yes

If Yes, complete table, indicating the percentage of time each employee will likely spend on grant activities:

Position	% of Time	Grant Activities

Will this time be used to meet the match requirement: No Yes

TRAVEL

Required Travel:

Is travel a requirement of the grant (i.e. conference, grantee orientation): No Yes

If Yes, complete table:

Purpose of Travel	Location(s)	# of Persons	Frequency

Other Travel:

List additional travel expenses associated with the project:

Purpose of Travel	Location(s)	# of Persons	Frequency

SUPPLIES/EQUIPMENT

List anticipated supplies and equipment needed for project:

Item	Unit Cost	# of Units Needed	Total Cost

CONTRACTUAL/CONSULTANTS

Will a Memorandum of Agreement be necessary: No Yes

Will a Personal Service Contract be necessary: No Yes

List the anticipated contractual/consultant expenses:

Name (if known)	Product or Service	Cost

OTHER COSTS

List other items that have not been included above:

Item Description	Cost

MATCH

Identify sources of match, other than Personnel previously listed: