



# OFFICE OF COURT ADMINISTRATION

DAVID SLAYTON  
Administrative Director

## Grant Application Cover Sheet

Date: \_\_\_\_\_

Name or Description of Grant Application: \_\_\_\_\_

Name of Originating Division Director: \_\_\_\_\_

Attached is a proposed grant application. Please review it and indicate approval by initialing this form. After the applicable approvals are obtained, please return to the originating division director.

\_\_\_\_\_ Legal (I have reviewed the attached grant application for legal compliance and approved it.)

\_\_\_\_\_ Finance (I have reviewed the attached grant application for budget and funding compliance.)

\_\_\_\_\_ Information Services (If information services are a part of this grant application, I have reviewed it for compliance with technology policies and strategy.)

\_\_\_\_\_ Human Resources (If a contract workforce is involved, I compared this grant application with the agency staffing strategy and determined that the grant fits into agency staffing strategies.)

*Instructions for originating division director: After required approvals are obtained above, obtain the signature of David Slayton. (This grant application cover sheet must be attached to the grant application when presenting to David Slayton.) Then give one original signed application to Carol Harper, send the other original signed application to the grantor organization, and keep a copy of the signed application for your records.*