

**FINANCIAL SERVICES DEPARTMENT- GRANTS SERVICES DIVISION**

**Request for Services Form**

The Grants Services Division (GSD) of the Financial Services Department provides grant writing assistance and technical support services to City Departments.

To request services from the GSD, please fill out this form indicating the services you are seeking.

When you have completed the form, please email to: \_\_\_\_\_ or fax at: \_\_\_\_\_.

Please allow a minimum of one day for a staff member to respond to your request.

1) Requestor/contact information

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2) Request Type (please check service/s):

a) Grant Writing Support \_\_\_\_\_ Please describe support needed.

b) Technical Assistance \_\_\_\_\_ Please describe support needed.

c) Capacity building Training \_\_\_\_\_ Please describe support needed.

d) Other