

Request for City Council Order to Expend Template

[TODAY'S DATE]

TO THE CITY COUNCIL

Dear Councilors:

I hereby transmit for your approval an order authorizing the City of Boston to expend the amount of \$[AWARD AMOUNT] in the form of a grant, [FULL GRANT TITLE], awarded by [FULL NAME OF GRANTOR ORGANIZATION], passed through the [FULL NAME OF PASS THROUGH AGENCY], to be administered by [NAME OF CITY DEPARTMENT TO MANAGE AWARD].

[BRIEF EXPLANATION OF GRANT PURPOSE AND HOW THE CITY OF BOSTON WILL BENEFIT FROM THIS AWARD].

[ANY OTHER EXPLANATORY NOTES TO CLARIFY THE REQUEST, THE PURPOSE OR ADMINISTRATION OF THE AWARD].

I urge your Honorable Body to adopt this order so that the City of Boston may expend the funds expeditiously upon award for the purposes for which these funds are granted.

Sincerely,

Thomas M. Menino
Mayor of Boston