Sample Document taken from Best Practices in Grants Management www.cof.org

APPENDIX A

Pre-Grant Activities— Sample Letters and Forms

Docket Process

12. Completed Docket Write-up

GRANTEE NAME: Zhongshan County STATE & COUNTRY: Guangdong Province, China	
PROPOSAL	\$50,000 for a series of ecological projects in Zhongshan County, Guangdong Province, China.
NEED ADDRESSED	To improve the energy efficiency, waste management and public transport access of housing developments and commercial building stock in southern China, advances in ecological design must be shared and discussed by architects, wastewater engineers, local government officials, construction permitting authorities, urban ecologists and developers from the United States, Hong Kong and mainland China.
RELEVANCE TO PROGRAM	As described in the "East Asia Sustainable Resource Use" paper of October 20, the Foundation's future engagement with China will focus primarily on Guangdong Province.
PREVIOUS INTEREST	\$22,659 for conferences on "The Role of Culture in China's Modernization," 20
SUMMARY	This grant would bring together professionals from China and Hong Kong—government officials, urban design provessionals, environmentalists, and architects. Using a team-based, iterative approach, these professionals will discuss uses of a site in Zhongshan, a smaller city in Guangdong's Pearl River Delta. Architects and urban planners from Guangdong will take part in a conference of the International Institute of Architects, scheduled to take place in Beijing, and share the results with other Chinese architects and planners. The proposed grant would provide high-leverage opportunities for working with private-sector and government actors in China, as well as synergies with Foundation's interest in green building design and brownfield redevelopment, a component of the Foundation's New York City program.