



# OFFICE OF COURT ADMINISTRATION

MEGAN LAVOIE  
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.)

\_\_\_\_\_ Contracts/Grants Specialist (I am in receipt of the contract for monitoring, filing and reporting purposes.)

Include Accounting@txcourts.gov in DocuSign routing

*Instructions for originating division director: After required approvals are obtained above, obtain the signature of Megan Lavoie. (This grant application cover sheet must be attached to the grant application when presenting to Megan Lavoie.) Provide a final signed copy to Accounting@txcourts.gov, send signed application to the grantor organization, and keep a copy of the signed application for your records.*