



OFFICE OF COURT ADMINISTRATION

Megan LaVoie
Administrative Director

Grant Application Cover Sheet

Date:

Name/Description of Grant:

Originating Division Director:

Attached is a proposed grant application. Please review it and indicate approval by initialing this form.

_____ Legal/General Counsel

_____ Finance

_____ Information Services (if applicable)

_____ Contract/Grants Specialist

Please copy accounting@txcourts.gov during 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.