



The HELPER Project  
167 South Main Street  
Helper, Utah 84526

Attention:  
Anne Morgan-Jespersen  
Tel/Text 801.541.0111

## The Helper Project

### Grant Assessment Form Involving Helper City

Version: HP003 00  
Date: June 11, 2018

#### Overview

The purpose of this form is for Board Members of The Helper Project or Grant Applicants to comply with the requirements of Helper City for Projects under the jurisdiction of Helper City.

[gohelper@thehelperproject.net](mailto:gohelper@thehelperproject.net)

#### Grant Assessment

**1. Present General Concept of Project to the Helper City Council for approval to proceed.**

- a. City Council Member to act as contact \_\_\_\_\_
- b. How could Helper City provide assistance?
- c. Does Helper City have recommendations for Public or Private Organizations that could support the project?
- d. Is the approval and recommendation of Helper City Planning and Zoning required for this project?
- e. Approval to proceed by Helper City Council, date and signature of Mayor required:

Signature \_\_\_\_\_ Date \_\_\_\_\_



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**2. Final Presentation for approval by Helper City Council**

- a. Final Construction Documents, Specifications and Budgets as required
- b. Provide names of Sub-Contractors and at least 2 bids for defined services
- c. List all services provided by Helper City.
- d. Final Approval Helper City Council, date and signature of Mayor required:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**3. Provide the Helper Project with all documentation approved by Helper City.**

**4. Complete forms HP 001.06 for request under \$1,000.00 and HP002.05 for requests over \$1,000.00 and submit for approval to The Helper Project Board of Directors.**

**5. Final Approval of the considered Project and Budget is required by The Helper Project Board of Directors. (See required forms)**

- A. The Helper Project will pay Sub-Contractors directly after Helper City and The Helper Project Board Representative has approved completion of work and proper invoices have been submitted.