



**CITY OF BRISTOL**  
**BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Department of Aging  
(Requesting Department)

Date: June 23, 2023  
(Submission Date)

For the July 25, 2023 Board of Finance Meeting Agenda  
(Date of Meeting)

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This request is for:  
(Please check the type of request and list in whole dollar amounts)

Additional Appropriation      \$ 4,000.00

New Appropriation                \$ \_\_\_\_\_

Transfer from Contingency      \$ \_\_\_\_\_

Transfer(s)                         \$ \_\_\_\_\_


Grant                                 \$ \_\_\_\_\_

Carry-over(s)                     \$ \_\_\_\_\_

**Approval:**

This request was approved by the Board of: NA  
(governing Board of your department)

at its meeting held on: NA.  
(date)

  
\_\_\_\_\_  
(Department Head's signature)

Board of Finance Agenda Request Form

**All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 6:30 p.m. in the Council Chambers.**

Reason for request:

The Bristol Senior Center has received a grant from the Main Street Foundation for the creation of a toiletries program for low-income seniors in need.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
<b>1061027-470000-24G07</b>	<b>Revenue</b>	_____
<b>1061027-561800-24G07</b>	<b>Expenses</b>	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

<b>From:</b>	<b>To:</b>	<b>Amount:</b>
_____	_____	_____
<b>From:</b>	<b>To:</b>	<b>Amount:</b>
_____	_____	_____
_____	<b>To:</b>	<b>Amount:</b>
_____	_____	_____

Grants:

Total Amount: Grant \$ 4,000.00 \_\_\_\_\_  
City Share \$ 0 \_\_\_\_\_ %  
Federal/State Share \$ 0 \_\_\_\_\_ %

Carry-overs list the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Patricia Tomascak

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**From:** Carrie Tedd  
**Sent:** Wednesday, June 21, 2023 3:42 PM  
**To:** Patricia Tomascak  
**Subject:** FW: ACTION REQUIRED - Accept your Grant Award

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**From:** Main Street Community Foundation [mailto:administrator@grantinterface.com]  
**Sent:** Wednesday, June 21, 2023 3:00 PM  
**To:** Carrie Tedd <CarrieTedd@bristolct.gov>  
**Subject:** ACTION REQUIRED - Accept your Grant Award

June 21, 2023

Dear Carrie,

On behalf of the Main Street Community Foundation, I am pleased to inform you that a grant has been awarded to City of Bristol - Department of Aging (Bristol Senior Center) through the 2023 General Grant Cycle.

Logon to the online grants center to access your grant agreement and review the terms and conditions of your grant. Follow the instructions on your applicant dashboard to submit your grant agreement by the due date, **6/28/2023**. A check will be processed within 10 days of receiving the signed and submitted grant agreement.

Please note that a final report will be due within one year of this grant (6/28/2024). You can submit your completed grant report by following the instructions on your applicant dashboard.

Congratulations on this grant award in recognition of your important efforts. If you have any questions about this grant, kindly contact Kate Kerchaert, Director of Grants & Programs, at 860-583-6363 or [kate@mainstreetfoundation.org](mailto:kate@mainstreetfoundation.org).

Sincerely,

Susan D. Sadecki, MBA  
President & CEO  
Main Street Community Foundation  
120 Halcyon Drive / P.O. Box 2702  
Bristol, CT 06011-2702  
Phone: (860) 583-6363  
[www.mainstreetfoundation.org](http://www.mainstreetfoundation.org)

Grant amount:  
\$4,000