Intent to Apply for Funding

Submit completed form to the Grant Development Office. Please refer to the next page for instructions on filling out this form.

STEP 1: YOUR CONTACT INFORMATION

Name:

Dept.:

Office #:

Cell #:

Email:

STEP 2: WORK REQUESTED

Check all that apply	Yes	No	Unsure
Eligibility determination			
Conducting a needs assessment			
Writing and editing			
Budget development			
Evaluation plan development			
Sustainability plan development			
Compiling application			
Submitting application			
Grant management			

STEP 3: FUNDING INFORMATION

Name of Funder:

Name of Funding Opportunity:

Application Deadline: _____ Application Website:

STEP 4: BUDGET INFORMATION

(A) Dollar amount being requested: $_____

(B) Dollar amount of match, if any: $_____

(C) Total Project (A + B = C): $_____

STEP 5: INDIRECT COST INFORMATION

Is indirect cost an allowed expense?

☐ Yes, SJCOE can apply its full indirect cost rate.

☐ Yes, but it is capped at __ (less than SJCOE's indirect cost rate). **Cabinet approval is required.**

☐ No, **Cabinet approval is required to proceed.**

STEP 6: APPLICANT INFORMATION

Who is the applicant (e.g., lead applicant, fiscal sponsor, fiscal agent)?

☐ SJCOE – government/public agency.

☐ SJCOE Educational Foundation – 501(c)(3) non-profit organization.

☐ Other:

If you selected **Other**, please complete and attach the *Intent to Apply for Funding as a Partner Supplement* form.

STEP 7: PROJECT INFORMATION

Please check all that apply:

☐ This project will include new staff positions.

☐ This is a research project that involves student data.

If either is checked, please provide additional details with this form to your division's cabinet member.

STEP 8: CERTIFY

I certify that I have read and reviewed the funding instructions and application, and the above accurately represents the proposed project.

I certify that I have reviewed the contents of this form and, if applicable, the Intent to Apply for Funding as a Partner Supplement and approve funding opportunity development.

_____
Your Signature   Date

_____
Cabinet Member Signature   Date

_____
Division Director Signature (if applicable)   Date

STEP 9: SUBMIT

Please submit this completed form to the Grant Development Office at grants@sjcoe.net or the grant coordinator you are working with.

FOR GRANT DEVELOPMENT USE ONLY:

☐ **Cabinet approved (if indirect is not allowed or capped) Date Approved:** _____

☐ Proceed with proposal development

☐ Do not proceed with proposal development

☐ Copy to Program/Department

☐ Copy to Business Services

Date Responded: _____

Reason(s) not approved: _____

_____
Grant Development Coordinator Signature   Date

_____
Administrative Services Coordinator Signature   Date

Rev. 06/2023

Intent to Apply for Funding Instructions

STEP 1: YOUR CONTACT INFORMATION
Enter your contact information, including your name, department, office and cell phone numbers, and email address.

STEP 2: WORK REQUESTED
Identify the kind of assistance needed from the Grant Development Office (GDO) by checking all that apply:
- **Eligibility determination** – Assistance with determining whether SJCOE is eligible for the funding opportunity.
- **Conducting a needs assessment** – Assistance with developing and conducting a needs assessment of program beneficiaries and/or stakeholders.
- **Writing and editing** – Assistance with writing and editing of all or some components of a narrative.
- **Budget development** – Assistance with developing a budget that includes requests for personnel projections from Business Services, cost determination, and seeking review and approval for budget submission from Business Services.
- **Evaluation plan development** – Assistance with establishing an evaluation plan that is aligned with the funding opportunity's overall goal, performance measures, objectives and related measurement tools.
- **Sustainability plan development** – Assistance with establishing a sustainability plan to continue the proposed project beyond the funding period.
- **Compiling application** – Assistance with packaging the application. Methods of application packaging, such as hard copy application, electronic, or a combination of both, vary by funding opportunity and are dictated in the funding opportunity instructions.
- **Submitting application** – Assistance with the submission of application. Methods of submission, such as hand-delivery, mail delivery, electronic delivery or a combination, vary by funding opportunity. **Please note, only GDO and the county superintendent are authorized to submit Federal funding applications through the www.grants.gov portal.**
- **Grant management** – Assistance with reporting after award.

STEP 3: FUNDING INFORMATION
- **Name of Funder** – Enter the name of the grant maker, pass-through entity, or funder.
- **Name of Funding Opportunity** – Enter the name of the grant, contract, or program.
- **Application Deadline** – Enter the date and time, if any, the funding application or contract is due to the funder. Please note, the www.grants.gov Federal funding application submission and approval process can take up to three to four days, it is strongly recommended that these applications be submitted at least four to five days prior to the application deadline.
- **Application Website** – Enter the URL address where GDO can find more information about the funding opportunity. If you do not know what that is, please enter the URL address for the funder's home page.

STEP 4: BUDGET INFORMATION
Please note, all personnel projections **must** be requested from and provided by Business Services. All budgets **must** be submitted to Business Services contact for review and approval prior to submission. Please allow Business Services up to five business days for the review and approval process.
(A) Dollar amount being requested –Enter the total amount of funds being requested.
(B) Dollar amount of match – If the funding opportunity requires a match, enter the total amount of the in-kind and/or cash match.
(C) Total Project – Enter the sum of the total dollar amount being requested and the total match amount.

STEP 5: INDIRECT COST INFORMATION
SJCOE's indirect cost rate varies by fiscal year. Please contact GDO or Business Services for the most current indirect cost rate. Funding opportunities that do not allow indirect costs or indirect costs are capped at less than SJCOE's approved indirect cost rate require review and approval from Cabinet, prior to project development.
- **Yes, SJCOE can apply its full indirect cost rate** – Indirect cost is an allowable expenditure **and** SJCOE can apply its full indirect cost rate.
- **Yes, but it is capped at less than SJCOE's indirect cost rate. Cabinet approval is required to proceed** – Indirect cost is an allowable expenditure, **but it is capped at less than** SJCOE's full indirect cost rate. Please notify your assistant superintendent immediately to begin the Cabinet review process. Cabinet must review and approve proposal development before you may proceed.
- **No. Cabinet approval is required to proceed** – Indirect cost is not an eligible expenditure. Please notify your assistant superintendent immediately to begin the Cabinet review process. Cabinet must review and approve proposal development before you may proceed.

STEP 6: APPLICANT INFORMATION
Tell us which entity will be the applicant for this funding opportunity.
- **SJCOE** – Eligible entities must be a government/public agency, county office of education, or local educational agency.
- **SJCOE Educational Foundation** – Eligible entities must be a 501(c)(3) nonprofit organization.
- **Other** – An agency other than SJCOE will be the applicant. If this is the case, you **must** complete and attach the **Intent to Apply for Funding as a Partner Supplement**, where you will provide additional information about the applicant, funding, and partnership.

STEP 7: PROJECT INFORMATION
Please check all boxes that apply to your project. If checked, please provide additional details with this form to your assistant superintendent.
- **This project will include new staff positions –**The program will require additional staffing to complete the proposed project.
- **This is a research project that involves student data** – The project will involve conducting research that involves collecting data about students.

STEP 8: CERTIFY
Sign and date this section certifying that you have read the funding opportunity instructions, reviewed the funding application, and the information provided on this form accurately represents the proposed project. Then, forward to your division's cabinet member and division director (if applicable).

STEP 9: SUBMIT
Once signed and dated, return the completed form to GDO. Forms are accepted electronically and in print. GDO will review and may contact you if there are questions. GDO will send you and Business Services a copy of the final decision to proceed or not proceed with proposal development.