



Intent to Apply for Funding as a Partner Supplement

This is a *supplement* to the **Intent to Apply for Funding** form and is only **required** if SJCOE is not the Lead Applicant. Submit the completed form to the Grant Development Office. Please refer to the next page for instructions on filling out this form.

STEP 1: LEAD APPLICANT CONTACT INFORMATION

Name of Lead Entity: _____

Primary Contact First & Last Name: _____

Primary Contact Title & Department: _____

Office Phone #: _____ Email Address: _____

STEP 2: FUNDING INFORMATION

What is the deadline for SJCOE to get required documents and narratives to the Lead Agency? _____

STEP 3: TYPE OF FUNDING

- Federal funding
- Federal funding pass-through to a State agency
- Federal funding pass-through to a local agency
- State funding
- Local funding
- Other: Foundation, Corporate, Donation, etc.

STEP 4: TYPE OF PARTNERSHIP

- Collaborating partner only, with no funds being requested.
- Subcontractor (2 CFR §200.330) – SJCOE will be providing goods and/or services, similar to a vendor.
- Subrecipient (2 CFR §200.330) – SJCOE will be carrying out a portion of the award, not simply providing goods or services. Characteristics include performance and objectives measures, programmatic decision-making, required to adhere to Federal program requirements, and making program eligibility determinations.

STEP 5: DOCUMENTS REQUESTED

Check all that apply:

Description	✓	Description	✓
Letter of Support	✓	Partnership agreement (e.g., MOU, contract, other)	✓
Letter of Commitment		Other documents requiring signature from an authorized signer	
Other, please describe below:			

STEP 6: ADDITIONAL INFORMATION

If you have any additional information or comments, please provide it here:

STEP 7: SUBMIT

Please **attach and submit** this form with a completed *Intent to Apply for Funding* form to the Grant Development Office.

Intent to Apply for Funding as a Partner Supplement Instructions

STEP 1: LEAD APPLICANT CONTACT INFORMATION

Enter the name of the Lead Applicant, and contact information for the primary contact, including his/her full name, title and department, phone number, and email address.

STEP 2: FUNDING INFORMATION

Enter the deadline SJCOE is required to provide requested information and documents to the Lead Applicant. This date should be prior to the grant deadline indicated on the **Intent to Apply for Funding** form.

STEP 3: TYPE OF FUNDING

Identify the type of funding. This can be found in the funding opportunity announcement or instructions.

STEP 4: TYPE OF PARTNERSHIP

Identify the proposed type of partnership between the Lead Applicant and SJCOE for this funding opportunity and project. Please note, in the case of Federal dollars, final determination of partners as a subcontractor or subrecipient is made by the Lead Applicant. Use the information you have about the proposed partnership and specific activities to be provided by SJCOE to make your best selection of the type of partnership this may be. Please contact GDO or Business Services if you have questions regarding this topic.

STEP 5: DOCUMENTS REQUESTED

Identify documents being requested by the Lead Applicant. Please note, the County Superintendent of Schools, Deputy Superintendent of Business Services, Division Director of Business Services, and Division Director of Operations & Support Services are the only **authorized signers** at SJCOE. All other SJCOE staff are not authorized to enter into any legally binding contract or funding award agreement on behalf of SJCOE.

- **Letter of Support** – Generally signed by the County Superintendent or senior management on the Administrative Council only. Letters of support should **not** include any commitment of SJCOE resources.
- **Letter of Commitment** – Any SJCOE cash or in-kind commitments **must** be reviewed and approved by Business Services. **Only** authorized signers shall sign letters committing any kind of SJCOE resources.
- **Partnership agreements** – GDO can assist with agreement development and review; however, all agreements should be reviewed by the Division Director of Operations & Support Services. **Only** authorized signers shall sign legally binding agreements of any kind.
- **Other documents requiring signature from an authorized signer** – All funding request-related documents **must** be signed by authorized signers only.
- **Other, please describe below** – Enter additional documents requested.

STEP 6: ADDITIONAL INFORMATION

If you have any other additional information that you would like to include, please enter it here.

STEP 7: SUBMIT

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