



## Grant Proposal Approval Guidelines

*Paladin, Inc. assumes a legal obligation as a partner when it accepts grant funding. Prior to writing a formal grant request, the CEO shall be informed of the grant request by presenting a pre-proposal for approval. If accepted by the CEO it will be submitted to the Board of Directors for final approval. The CEO is responsible for signing all final grant proposals. This grant request is to be on this Grants Pre-Proposal Form prior to completing the grant partner's specific form(s). The Grants Pre-proposal form is located on the Paladin website under Corporate Forms. The CEO may request input from appropriate staff to review the grant proposal before it is submitted to the Board of Directors for review and approval.*

### Grants Pre-Proposal Form

This form has several purposes: 1) to more effectively assist you in your pursuit of external funds, 2) to determine if the need is there for the grant request 3) to ensure coordination with other departments or other planned efforts to obtain funding from the same grant source to prevent duplication of funding efforts.

The information on this form is a good-faith estimate of the information that will be contained in a final grant proposal. The completion and submission of this form does not obligate Paladin to submit the final grant request.

Please discuss your request with the Fund Developer to be sure that she/he is aware of the proposal to be sure that other departments are not already funded or applying for funds. The Fund Developer should be made aware of your potential request.

Name of Staff requesting grant funding \_\_\_\_\_

Staff member's department or department funding is requested for:

Program	Dept.	Program	Dept.
___ Day Services-La Porte	100	___ Day Services-Lake	105
___ Residential(La Porte/Porter	300	___ Residential Lake County	301
___ Group Home:_____	400-420	___ Employment Services	600
___ Transportation Services	810	___ Imagination Station (Children)	880
___ Head Start (Children)	890	___ Administration & Support	900

Funding Partner: \_\_\_\_\_

Address: \_\_\_\_\_

Grant Name: \_\_\_\_\_



Grant Project Title: \_\_\_\_\_

Brief Description of the grant need: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this:  New Submission to Funder     Renewal/Continuation

Date of Request: \_\_\_\_\_ Date Grant must be submitted: \_\_\_\_\_

Final Due Date of Grant: \_\_\_\_\_

(Reminder that the grant proposal must be approved by the CEO and then the Paladin Board of Directors prior to submission to the funding partner.

Project Start and End Dates: \_\_\_\_\_

Grant Type:  Private Funder     Federal     State     County

Specify Funder: \_\_\_\_\_

Total Amount of Request: \$ \_\_\_\_\_

Year 01	\$	Year 02	\$
Year 03	\$	Year 04	\$

Is there any In-Kind requirement?  Yes     No    Amount if yes \$ \_\_\_\_\_

If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_

Personal:

New Staff Required:     Yes     No    Current Positions being Funded:     Yes     No

Specify positions: \_\_\_\_\_



How will the grant be submitted? Hard Copy, mail  Email On-Line Other

List address, E-Mail or On-Line address. If other, explain: \_\_\_\_\_

Signatures: (as applicable)

Staff member requesting Grant:

\_\_\_\_\_

Grant Specialist\_\_\_\_\_

VP of Participant Services\_\_\_\_\_

Please Attach: The partners grant information FACT sheet (guidelines), this RFP, and other information you wish to include in the request for CEO approval.

Please copy this form to: Accounts.Receivable@paladin.care after completed.

DO NOT COMPLETE BELOW (Accounting only)

Grant GP Account Name:\_\_\_\_\_ Current New Account

Account Numbers: Revenue: \_\_\_\_\_ Expense: \_\_\_\_\_ Deferred: \_\_\_\_\_

Copy to CFO after completed by Accounting Staff

M: Accounting/Financial Information/AR/Grant Recap Record File: Grant pre-proposal form

Also located on Paladin Web Site: Corporate Forms