



PINAL COUNTY GRANTS TRAINING PROGRAM

Module 1: Authorization to Apply

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Grants Coordinator Grants Special District





Authorization to Apply

- **“Bureaucracy is the death of all sound work”**
 - Albert Einstein





Authorization to Apply

- A pre-proposal form must be completed before seeking funds.
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Authorization to Apply

- This form is required for:
 - Grants
 - Forfeitures
 - Public Partnerships
 - Private Partnerships
 - Financial Donations
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Authorization to Apply

- This form is not required for:
 - HURF (Highway User Revenue Fund)
 - Taxation
 - Charges for Services and fees
 - Permits
 - Licenses
 - Personal Property Donations
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Authorization to Apply

- A pre proposal form can be filled out on a web based solution called SharePoint.



Authorization to Apply

- To use SharePoint, first contact me to have yourself added as a “member” on SharePoint:

Kolya McCleave x6279



Authorization to Apply

- Then, contact IT to schedule a personal training in SharePoint:

Steve Kizer x6257





Authorization to Apply

- Sometimes, a grant will require a Board of Supervisor's resolution or approval to apply.
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Authorization to Apply

- Resolutions to apply and Board approvals are:
 - In addition to the SharePoint Process, which is still required.
 - Are put on the Novus agenda system by the Department applying.



Authorization to Apply

- Completing the SharePoint form is always required independently and regardless of any Board approval you are seeking.
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Authorization to Apply

- If you do have to go to the Board as part of the Funding Entity's requirements, then please attach your SharePoint approval PDF to the Novus item.
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Authorization to Apply

- The SharePoint approval PDF may be “printed” from SharePoint at any time after approval has been granted.
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Authorization to Apply

- If you submit an item on SharePoint, you have the ability to track its progress.
- Just as with Novus, Departments are responsible for tracking the progress of their own items on SharePoint, and can follow up with any Department if there are delays.



Authorization to Apply

- If a Department forgets to complete the pre-proposal process, or applies without prior approval, the County Manager's Office would be notified.
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Authorization to Apply

- If you have an emergency and could not complete the pre-proposal process on SharePoint, you can select the County Manager Exemption review in SharePoint and bypass the normal review procedure.



Authorization to Apply

- Q. How long does it take for the SharePoint pre proposal form to be reviewed?
- A. Normally it should take a day or two, but review times may vary, so it is best to plan for a week or so in your project scheduling.



Authorization to Apply

- Q. How will I know when the process is completed?
- A. This can be tracked on SharePoint, and you will also receive an email notification that the process has been completed.

Authorization to Apply

- Questions?

