

# GRANT NOTICE OF INTENT

Tracking #:   
Grants Office Use Only



**Note: Please submit this form BEFORE submitting the grant review form.**

Important: The Grant Notice of Intent documents a Department or Program's interest in a grant, and may be used as a determining factor when more than one Department or Program are interested in the same grant. The Notice of Intent also serves as a tracking document to keep a record of which grants are available or currently being worked on within the Tribe.

Project Name: \_\_\_\_\_ ALN #/ CFDA#: \_\_\_\_\_

Grant Due Date: \_\_\_\_\_ Date Work on Application will start: \_\_\_\_\_

Match Required: Yes  No  Match % Required: \_\_\_\_\_ % Match Source: \_\_\_\_\_

Funding Agency Name: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Funding Agency Award Amount (max.): \$ \_\_\_\_\_ Indirect Rate Allowed: \_\_\_\_\_ %

Why is your Program most suited to apply? \_\_\_\_\_

Number of New Staff Required: \_\_\_\_\_ Amount of additional Space Needed: \_\_\_\_\_ sq. ft.  
(assume 150 sq. ft. for each new employee)

Contact: \_\_\_\_\_ Department \_\_\_\_\_ Phone #/Extension \_\_\_\_\_  
Project Coordinator

## REVIEW and APPROVAL:

\_\_\_\_\_  
Project Coordinator Date

\_\_\_\_\_  
Manager/Director Date

\_\_\_\_\_  
Grant Management Staff Date

- 👉 Do not submit proposal to NPTEC unless the Grant Review form is complete and fully approved.
- 👉 A specific NPTEC waiver is required if the Tribe's currently approved Indirect Cost Rate is not being applied.
- 👉 Please review the Grant Announcement carefully and determine if your submission will also require a NPTEC resolution, and plan your timeframe accordingly.