Process for Letters of Intent and Grants for Cooperative Extension Programs

Foundation Review (per protocol)

Opportunity should be facilitated by:
CALS Contracts and Grants

NC Agricultural Foundation, Inc. is Viable 501c3 to Apply for Funding

Follow Existing Extension Grants Protocol (located on NCCES intranet)

Submission Must Read as Follows: XYZ County Cooperative Extension, in conjunction with the NC Agricultural Foundation, Inc.

Final Draft of Narrative and Budget Must be Submitted a Minimum of 10 Business Days Prior to Submission Deadline

Grants WITH Salary and Benefits

Grants with Contracted Employees or No Employees

Budget is Sent to CALS Contracts and Grants for Budget Review to Ensure Appropriate Amounts are Requested from Funder

PI/CED Receives Revisions and Modifications to Proposal from NCCESF Grants Administrator

PI, CED and NCCESF Grants Administrator Agree on Modifications and that all Parts of the Proposal are Finalized for Submission

NCCESF Grants Administrator Attaches all Required Documents (see protocol statement) and Obtains Any Required Signatures

Hard Copy of Finalized Application is Mailed to CED/PI for County Records

Notification from Funder is Received by Foundation; Digital Copy is sent to PI/CED for County Records