

PYRAMID LAKE PAIUTE TRIBE

FUNDING PROPOSAL CLEARANCE & AUTHORIZATION FORM

NOTE: Submit this form to the Contracts & Grants Department after obtaining all signatures. Programs/department must have approvals for all required individuals prior to submitting a proposal to a funding agency. Failure to obtain prior approval may result in the denial of the Tribe to accept an award or disciplinary action in accordance with Tribal Personnel Policies & Procedures.

Tribal Department/Program Employee Name

Phone Number Fax Number E-mail Address

Name/Address of Funding Agency

Funding Agency: Federal State/Local Private Other: _____

Proposal Title Project Start Date to Project End Date

Deadline Date Mail Receipt or Postmark

Proposal Type: New Non-Competing Continuanuce Competitive Renewal Revision Other Type: _____

BUDGET CONSIDERATIONS

Total Funding Agency Request _____ Direct Cost _____ Indirect Cost _____

Indirect must be based upon the rate currently used by the Tribe (*unless the funding agency provides different*): Indirect Rate _____

	Cash	In-Kind
Matching / Cost Share Provided from Department	_____	_____
Matching / Cost Share Provided from another Department (<i>written authorization</i>)	_____	_____
Matching / Cost Share Requested from the Tribe's current budget	_____	_____
Matching / Cost Share Requested from Tribe's next funding year (<i>new appropriation</i>)	_____	_____
Other (Third Party Matching / Cost Share): _____	_____	_____

Name/Fund Code # of the Matching / Cost Share provided from your Department: _____

Name/Fund Code # of the Matching / Cost Share provided from other Department: _____

Other Department Authorized Approval (signature): _____

TOTAL FUNDING PROPOSAL BUDGET (include Funding Agency Request and Matching / Cost Share): _____

(Continued on next page)

ADMINISTRATIVE & POLICY CONSIDERATIONS

Mark “yes” or “no” by each statement below. Please explain “yes” or blank responses at the end of this section. Attach any sheets if necessary.

Yes No

- Will the project involve more than one tribal department/program's personnel or resources? If yes, the department/program directors must sign this form acknowledge their acceptance of the commitment's.
- Will the project require additional office space or require renovations/modifications to current tribal facilities? (This includes expanded utility services to support additional equipment, e.g. computers, etc.) If yes, attach a description of the what is needed.
- Does the project obligate or require the Pyramid Lake Paiute Tribe to project funding beyond the grant/contract period? Explain how continued funding will be provided below.
- Does the project require the establishment of a new tribal department or program to carry out the grant/contract objectives? If yes, provide information on the type of department/program and the staff positions needed.
- Does the project expect to generate revenue? If yes, provide information on how incoming revenue will be collected and processed to your budget.
- Does the project involve or require the use of any Tribal Funds (including general funds, indirect, or tax allocation)? If yes, include a copy of the approved allocation amount from the Appropriation Committee or provide a copy of the request for funds submitted to the Appropriations Committee.

Explanation of any “Yes” or blank responses:

CERTIFICATION & PROVISIONS

CERTIFICATION. By signing/submitting this form, a Department certifies that the statements on this Form are true and complete to the best of his/her knowledge, and accepts the obligation to comply with all the polices, procedures, and guidelines of the Pyramid Lake Paiute Tribe if the contract/grant is approved, as well as certifying that he/she is not delinquent or in noncompliance with any current and/or prior grant or contract program. By signing/submitting this form, the Department is concurring that staff time is available and that the departmental resources (including matching / cost share) are committed in the event that the application is funded.

OVERRUNS. Unresolved cost overruns on a contract and/or grant project will be covered from the sponsoring department's other funding sources. If there are no other funding sources and/or they cannot be used to cover the cost overruns, the involved Tribal Department acknowledges that the project may be shut down immediately or upon utilization of any remaining funds.

RESOLUTION. If an application requires a resolution from the Pyramid Lake Paiute Tribal Council, it is the responsibility of the Department/Program Director to secure a resolution AFTER receiving administrative approval through this Form. Concurrent approvals must be received from both the Administration Review process and from the Tribal Council.

Program Director's Signature

Date

TRIBAL APPROVAL & AUTHORIZATION TO SUBMIT

Programs/Department must obtain ALL approvals and authorizations prior to submitting a proposal to a funding agency. Failure to secure approval of your application through this process may result in the Tribe's denial to accept a grant or contract if funded or a delay in implementation of a project. The Tribe strongly encourages departments to work with the Contracts & Grants Department and the Finance Department prior to finalizing a contract/grant budget portion.

Contracts & Grants Department

Date

Tribal Grant Number

Finance Department

Date

Tribal Manager

Date

Tribal Chairperson

Date