

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.:	1005
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SUBJECT: DEPARTMENTAL GRANT POLICY AND PROCESS

This Directive is to establish a Departmental grant policy and process that is consistent with the County of Los Angeles Grants Manual. The Department's policy is to pursue grants and funding for projects and programs that improve services to the public, strengthen Probation's infrastructure, and are consistent with County and Department goals and objectives.

A defined grant preparation and approval process is necessary to develop and submit grant applications that have the greatest potential for a grant award. The steps necessary to develop and submit a grant application include:

- Research the funding source
- Shape the proposal
- Develop the proposed project
- Prepare a budget of project costs
- Prepare a budget of project funding
- Notify the applicable clearinghouses
- Write the application
- Obtain required clearances
- File the application
- Notify the Board of Supervisors and obtain approval
- Negotiate an agreement

The Grants Development section oversees all grant application processes to ensure policy compliance and the efficacy of the process, and to ensure proposals are consistent with the Department's goals and objectives. Questions should be directed to the Grants Development Section at (562) 940-2615.

Sincerely,


Robert Smythe, Chief
Administrative Services Bureau