



Book	Board Policies and Administrative Regulations
Section	3000 Business and Noninstructional Operations
Title	Grant Application Submittal and Approval Process
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The purpose of this regulation is to outline the required steps for obtaining approval to submit grant applications and then tracking applications that have been submitted.

All competitive grant applications submitted by the Santa Clara County Office of Education (SCCOE) shall conform to standards required by law and will be submitted and approved per this regulation. Select programs that are autonomous in authoring formula or continuation grant applications shall submit only the final grant application to the Grants & Partnerships Office. A list of such grants will be maintained by the Grants & Partnerships Office.

Obtaining Approval to Submit Grant Applications

- a. Complete the Grant Application & Submittal Routing Form (Exhibit 3292). The form shall include the following information:
 - Submitting program and program manager
 - Grant information: name of grantor, funding source, application deadline, length of time of the grant, estimated grant amount requested, information on indirect costs and matching funds
 - Summary of the grant project
 - Resource impact on staffing
 - How the grant fits the SCCOE goals
- b. Gather appropriate signatures for approval to apply for the grant.
 - Grant applications greater than \$20,000 shall be approved by the Grants Office and the Superintendent.
 - All grant applications greater than \$100,000 must be approved by the Internal Business Service's Director or designee.
- c. Prepare the grant application for submission
 - Grants that are equal to or greater than \$20,000 require Program and Accounting to collaboratively develop a grant budget with sign off by Accounting on the grant budget. The grantee will oversee the budget once the grant is awarded and the budget is established in the financial system.
 - Grants in the amount of \$20,000-\$100,000 shall be prepared by the potential grantee with assistance and review provided by the Grants Office.
 - Grants greater than \$100,000 shall be authored by the Grants Office based on the capacity of staff.

Please note, grants that are less than \$20,000 do not require the use of the Grant Application & Submittal Routing Form, however, the form may be used to inform department leadership of the grant submission and approval. If a budget submission is required, programs shall work with the accounting department to ensure accuracy of the budget.

- d. Submit for final review and approval before submitting application to the grantor.
- Routing form must have the initials and date approved by direct supervisor, accounting department, and the Grants Office. Upon approval, the Grants Office will assign a Grant ID.
- e. Send the Grants Office a confirmation that the grant application has been submitted. Confirmation should be done in the manner in which submission confirmation was received (i.e. email, letter, etc.)
- f. Provide notification of grant status.
- If the grant is awarded, the Grant Application & Submittal Routing Form shall be attached to the Approved Grant Information Form and submitted to Accounting.
 - If the grant is declined, forward the decline notification to the Grants Office and Accounting.
- g. Grant tracking

Once the grant is awarded and notification is provided as stated in section f. above, the accounting department shall review and approve expenditure report and/or invoice prior to submission to grantor.