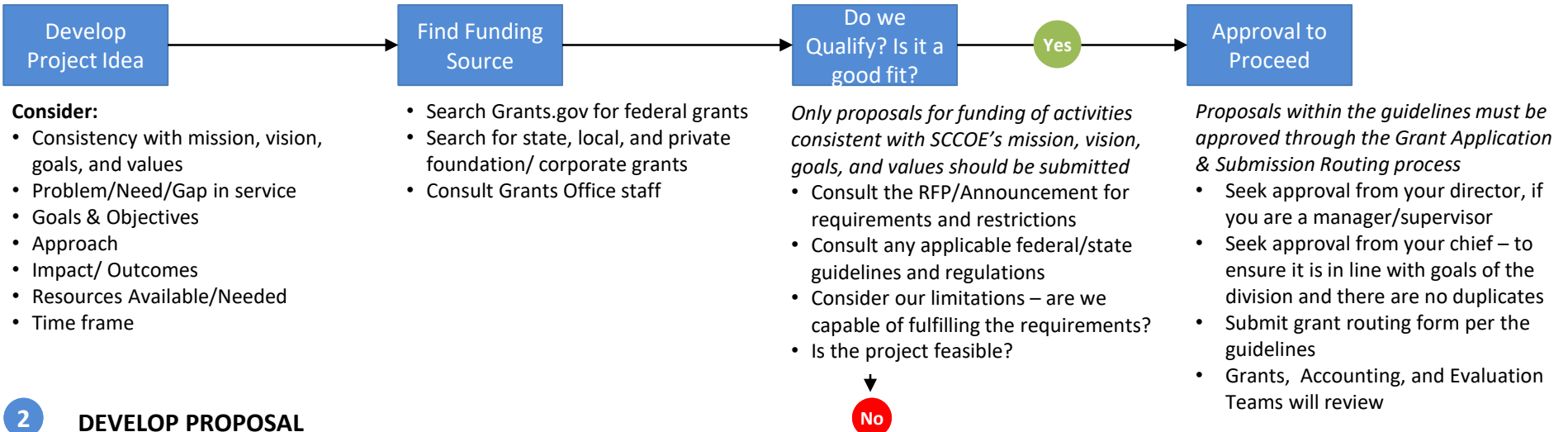


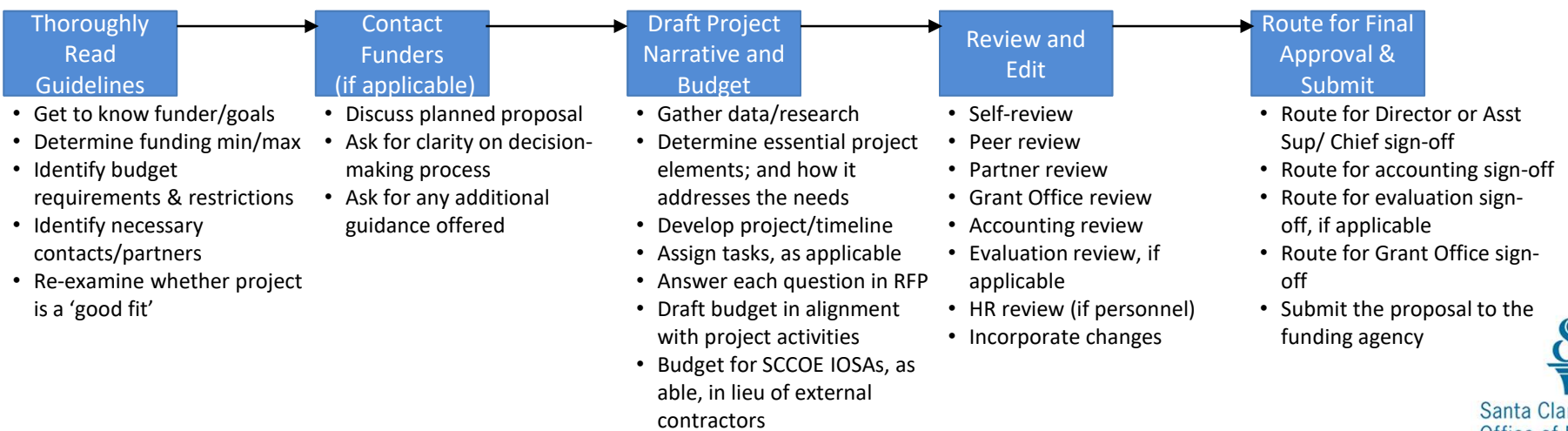
## GRANT PROCESS FLOW

### PRE-AWARD

#### 1 IDENTIFY NEED



#### 2 DEVELOP PROPOSAL



## GRANT PROCESS FLOW

### POST-AWARD

#### 3 RECEIVE AWARD

Award Notification

- Funding agency sends notification and funding agreement/contract
- Any requested modifications will be negotiated with project lead and Business Office
- Project lead will develop a communication plan to notify relevant partners and stakeholders

Contract Approval

- Project lead and/or Grant Office obtain County Superintendent of Schools signature and returns fully executed contract to the funder
- Project lead routes executed contract to contract office using the No Student contact contract routing form
- Project lead completes the [Grant Application Submittal Routing Form](#) and send a copy to the Grant Office
- Project lead sends a copy to Accounting along with the [Approved Grant Information Form](#) to establish a cost center

Establish Grant Account

- Internal Business Services will establish an account structure for the grant funds

#### 4 EXECUTE PROJECT

Start Project

- Project lead will coordinate a project “kick-off” meeting with stakeholders
- As feasible, follow the timeline per the grant proposal
- Project lead will work with Internal Business Services, Human Resources, Evaluation, Grant Office, etc to execute the grant project as designed

Manage Project

- Project lead works with funder (and notify the Grant Office) to adjust for unanticipated changes
- Project lead will submit all necessary programmatic and fiscal reports and ensure compliance, working with Accounting and providing a copy to the Grant Office
- Where applicable, prepare funding extension/renewal, notifying Grant Office

Project Close-Out

- Upon project completion, Project lead work with Accounting to close the grant account and submit necessary final reports to the funder, providing a copy to the Grant Office

Records Retention

- All records and contracts pertaining to the grant should be maintained by their appropriate office in accordance with SCCOE guidelines and the specific requirements of the funder

