

# Grant Proposal Process

## Shasta County Office of Education

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All grants must be approved by cabinet before submittal to a funding agency.

1. Staff and Managers interested in submitting grants should discuss the grant plan with all departments who might be impacted to ensure all departments will have the capacity to support the grant.
2. A budget estimate should be prepared for the proposed grant plan. This budget should be reviewed with a program accountant.
3. Staff and Managers will need to complete the Grant Proposal Consideration form (attached) for any grant opportunities for which they would like to apply. This form will need to be submitted to the Administrative Council level manager for that particular department.
4. Once reviewed by the Administrative Council level manager, the Grant Proposal Consideration form should be submitted to the cabinet level manager.
5. Grant Proposal Consideration forms will be reviewed at Cabinet for approval with the manager submitting the grant and their Administrative Council member.
6. If approved at Cabinet, the Grant Proposal Consideration form will be signed off by the Superintendent or designee and returned to the Program Manager.
7. Once notification of grant funding has been received,
  - 7.1. Provide the Executive Assistant to the Business Director with the approved Grant Proposal Consideration form and any other supporting grant documentation.
  - 7.2. Provide a copy of the grant assurances and award letter to the Administrative Council level manager and to the Business Department program accountant.
8. The Administrative Council level manager must keep on file a copy of the application, assurances and award. The program department is responsible for maintaining all grant documentation and ensuring compliance with grant terms.

