



## Grant Development Guidelines

1. Consult with your Division Director and/or Assistant Superintendent to make sure the planned grant project is aligned with San Joaquin County Office of Education's (SJCOE) mission and departmental goals or initiatives.
2. Search for funding sources that fit your planned grant project. The Grant Development Office (GDO) can help you identify potential funding sources.
3. Complete, sign, and date the Intent to Apply form.
4. If SJCOE will be a partner in another agency's proposal for funding, you must also complete the Intent to Apply for Funding as a Partner Supplement form and attach it to the Intent to Apply form.
5. Forward the completed form(s) to your Division Director and/or Assistant Superintendent. Please note, funding opportunities that do not allow indirect costs or indirect costs are capped at less than SJCOE's approved indirect cost rate requires review and approval from Cabinet prior to project development. If this is the case, your Assistant Superintendent must seek approval from Cabinet, notify GDO the date of Cabinet approval, then sign, date, and submit the form(s) to GDO.
6. Contact the GDO to schedule a planning meeting. The purpose of this meeting is to:
  - Gather any additional information needed to determine if SJCOE will proceed with the application;
  - Clarify proposal development roles and responsibilities;
  - Discuss the work requested on the Intent to Apply for Funding form; and
  - Discuss deadlines and develop a timeline.
7. All grants must be authorized by GDO and the Administrative Services Director. The Administrative Services Director and GDO will:
  - Confirm that eligibility requirements are met;
  - Confirm that indirect cost is an allowed expense. If not, or if indirect is capped at less than SJCOE's approved indirect cost rate, Cabinet has reviewed and approved proposal development;
  - Confirm proposal development roles and responsibilities of division/department/program staff and GDO;
  - Confirm the scope of work and determine whether other departments/programs could or should be involved;
  - Confirm that proposed activities align with allowable costs as identified in the funding opportunity;
  - Review the timeline and deadlines; and



## SAN JOAQUIN COUNTY OFFICE OF EDUCATION

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- Confirm the proposal is not in conflict with other long-term fundraising activities and there are no competing proposals to the same funding source. If there is a conflict with another proposal or long-term fundraising activities, the GDO will help you identify other potential funding sources.
8. If your request is approved, please be sure to do the following:
    - Contact Business Services or the GDO for all salary and benefits projections and direct support service projections;
    - Contact Business Services or the GDO for SJCOE's approved indirect cost rate;
    - Contact the GDO if you need assistance with obtaining letters of support;
    - Contact the Administration Department for any new policies that may need to be developed for grant compliance; and
    - Contact the Operations Department for any new contract elements that may need to be developed for grant compliance.
  9. If your request is not approved, a reason will be provided on the Intent to Apply form. Proposal development decisions made by Cabinet are final. Contact the GDO if you would like to discuss the decision further.
  10. Please submit your completed grant budget to Business Services and allow a minimum of five (5) business days for review and approval. The Business Services Division **must** review and approve all grant budgets prior to submission.
  11. All programs are encouraged to submit their final grant narrative to the GDO for proofing prior to submission. This is not a requirement, however, the GDO has found this helpful in ensuring proposals do not need further copy-editing and the narrative meets proposal/application requirements.
  12. Only authorized signers (County Superintendent of Schools, Deputy Superintendent, Division Director of Business Services, and Division Director of Operations) may sign any grant application and/or contract documents. All other SJCOE staff are not authorized to enter into any legally binding contract, grant, or other award agreement on behalf of SJCOE. Please contact the GDO if you need assistance gathering the appropriate signatures.
  13. The GDO maintains hard copies of all grant applications and award letters. Please forward a copy of the fully executed award agreement and a complete copy of the funding proposal to the GDO, including the Request For Application (RFA) or Request For Proposal (RFP).