



## SPECIAL PROJECTS / GRANT APPLICATIONS

The following operating procedures are in accordance with SP 3231:

### Specially Funded Projects

- BCOE staff are encouraged to seek outside funding for special projects that will assist in meeting the mission and goals of the Butte County Office of Education (BCOE).
- Prior to undertaking the completion of a new funding application/proposal, a preliminary meeting should be held between all appropriate department managers, directors, and division Asst. Superintendent to determine if the funding proposal meets the mission and goals of BCOE and is in the best interest of the organization.

### New Funding / Grant Applications

- Once the preliminary division approval has been obtained, a Threshold Proposal form (BSF-21) should be completed. The Threshold Proposal form is designed to provide a summary to the Superintendent and division Asst. Superintendents of the funding proposal, intended use of funds, and the expected impact upon BCOE if the funding were to be approved.
- Support of Fiscal Services is available to review the budget detail for the proposal prior to the submission of any funding application. Although not mandatory, review of budget detail by Fiscal Services may prove beneficial for large or multi-year funded proposals.
- Often the funding sponsoring agency (ie: CDE) will provide a short summary of the funding in their RFP (Request for Proposal). This summary may be attached to the Threshold Proposal if necessary in order to provide further detail.
- If the funding proposal is in excess of \$20,000, the submitting division Asst. Superintendent will present the Threshold Proposal to the Superintendent and Cabinet for review and consideration.
- If the funding proposal is less than \$20,000, Cabinet approval is not necessary, and only the recommendation/signature of the submitting division Asst. Superintendent is required.
- The Asst. Superintendent of the submitting division will indicate on the Threshold Proposal a short summary of their recommendation regarding the intended funding application.
- Upon review and/or approval the original Threshold Proposal will remain or be returned to the submitting division/department, and a copy should be submitted to the Administrative Services division.



Change in Existing Funding

- If there is a change in existing funding in excess of \$20,000, a Threshold Proposal form (BSF-21) should be completed. The Threshold Proposal form is designed to provide a summary to the Superintendent and division Asst. Superintendents of the funding, intended use of funds, and the expected impact upon BCOE, due to the increased funds.
- Support of Fiscal Services is available to review the budget detail/plan for the additional funding prior to the receipt of additional funds or the submission of any budget revisions. Although not mandatory, review of budget detail by Fiscal Services may prove beneficial for large or multi-year funded proposals.
- Often the funding sponsoring agency (ie: CDE) will provide a short summary of the additional funding and the intended purpose. This summary may be attached to the Threshold Proposal if necessary in order to provide further detail.
- Since the additional funding is in excess of \$20,000, the division Asst. Superintendent will present the Threshold Proposal to Cabinet for review and consideration.
- The Asst. Superintendent of the submitting division will indicate on the Threshold Proposal a short summary of their recommendation regarding the intended use of the additional funding, then submit the Threshold Proposal to the Superintendent for a response.
- Upon Superintendent signature, the original Threshold Proposal will be returned to the submitting division/department, and a copy should be submitted to the Administrative Services division.