

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Grant Application/Budget

Policy:

Grant application/budget procedures will be followed as per Tri-County Community Council, Inc.'s Financial Policies and Procedures. Head Start/Early Head Start staff, Board of Directors members, and Policy Council members will be actively involved in application and budget planning.

Procedure:

1. Initial grant application and budget planning will be discussed among Head Start/Early Head Start staff, Policy Council, and the Board Head Start Committee. Discussion of all aspects of the application and budget will be based on information from previous years and improvements to be made. The information discussed will be reflected in a proposed grant application that will contain the intended budget information.
2. A proposed grant application will be prepared by the Head Start/Early Head Start Director and shared with the Chief Finance Officer.
3. The proposed grant application will be reviewed and discussed with the Policy Council for approval or amendments.
4. The proposed grant application will be discussed with the Board of Directors Head Start committee for final review. The Head Start committee chair will present the grant application, request input, and discuss it with the full board members. Once the Board members have an opportunity to discuss and review the grant application the Head Start committee chair will motion for approval. Approval of the grant application will be reflected in the Board of Directors' minutes. The Executive Director must approve changes or amendments to the budget.
5. The Chief Finance Officer will carefully review the grant to ensure that all financial provisions are complying.
6. The Head Start/Early Head Start Director will review the grant to ensure that all programmatic provisions are complying.
7. A Chart of Accounts will be prepared by the bookkeeping department with copies submitted to the Executive Director, and Head Start/Early Head Start Director.

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8. The original grant will be maintained by the Assistant Executive Director/Human Resource Director.
9. Copies of all reports (program, financial, monitoring) will be maintained by the Assistant Executive Director/Human Resources Director and Head Start/Early Head Start Director.