

**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:** Head Start Grant Application/Process

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**Policy:**

The annual grant application will be discussed, written, and submitted for approval to the Policy Council and the Board of Director and uploaded in the Head Start Enterprise System (HSES) in advance of the August 31 deadline.

**Procedure:**

1. Budget planning/preparation will include input from the staff, reviewing the inventories for poor condition items, and discussion of other possible needs.
2. The needs and changes to the budget will be presented and discussed at the Policy Council meeting. After review and discussion the director will request their approval/disapproval.
3. The Board of Directors Head Start Committee will meet to review and discuss needs, changes, and their input. After review and discussion the committee will make their recommendations to the Board of Directors for approval/disapproval.
4. The T/TA Plan will be written in July with input from the program, Center Directors, staff, Policy Council, and Board members.
5. The grant application will be written by the Head Start/Early Head Start Director after discussion and input from staff, Policy Council and Board members.
6. Budgetary items will be completed by the TCCC administration with assistance from the Head Start/Early Head Start Director.
7. The Policy Council and the Board of Directors will approve/disapprove the grant application including the staff training plan, Policy Council, and the Board of Directors training plans, and non-federal share during their August meetings.
8. The grant will be submitted through Head Start Enterprise System (HSES).