



Orange County Department of Education

Office of Grants and Funding

Guiding Principles for OCDE Funding and Commitments

All potential funding proposals and partnerships must be carefully evaluated for their impact on the organization.

As a first step, several criteria must be considered to determine whether an initial idea may move forward to the development stage (**concept approval** by Cabinet).

Considerations for funding and/or commitment justification include:

Funding Purpose:

- **The purpose and context of the funding/partnership** has been carefully weighed (*i.e., Does the funding fulfill a need for important work that is in alignment with the OCDE Strategic Plan? Does the work benefit OCDE and Orange County students? Is the work being undertaken solely to support or sustain funding for a position or in response to political pressures? Is there a larger county or statewide context in which the work is essential?*)
- **Alignment with the OCDE Strategic Plan** can be clearly articulated (*i.e., Is this work we would be doing even without this new funding?*)
- **Benefits to OCDE and Orange County students** can be clearly articulated

Budget Considerations:

- **Availability of funding** for the grant program has been considered (*i.e., Are grant awards contingent on Congressional action to make funds available?*)
- **Costs to the organization** have been considered (*i.e., fiscal resources, physical space, in-kind contributions, staff time across divisions to develop the grant*)
- **Effort to develop the grant** has been weighed against several factors (*i.e., availability of funds, funding level of potential grants, competitiveness, competition*)
- **Budget impact** has been considered (*i.e., indirect rate, match requirements, allowable costs, IT/furniture costs, use of short-term employees/consultants*)
- **Feasibility** of cost-effective implementation (*i.e., Is the funding level commensurate with the scope of work? To what extent does the funder place restrictions on program/budget planning, implementation, and reporting?*)



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Funding Concept Approval and Information Sharing:

- **Approval has been vetted** with an Administrator, Director, and Cabinet Representative
- **Information has been forwarded** to the Funding Development Office and the Special Projects Unit in Fiscal Services

Characteristics of the Funding Opportunity:

- **Grant eligibility requirements** have been assessed and are met
- **Grant submission requirements** have been reviewed (*i.e., Is online submission required? Is OCDE registered in the appropriate online grant submission system? If not, what steps are required to register?*)
- The **timeline** for developing the grant or partnership is reasonable (*i.e., Is there sufficient time to develop a quality grant? Is there sufficient time to obtain OCDE approvals prior to submission as required?*)
- **Competition** for the funds is reasonable (*i.e., How many grants will be awarded? Is there a clear front runner for this work?*)

Partnerships:

- **Proposed partnerships** are approved by Cabinet before moving forward (*i.e., Are fiscal, staffing, and role expectations delineated clearly prior to entering into partnership? What are the criteria for selecting school district partners?*)
- **Potential partnerships** within Orange County have been considered (*i.e., Are others within OCDE or Orange County school districts competing for the same funds? What are the criteria for determining which OCDE division applies for a grant? How would a joint effort strengthen or weaken the proposal?*)
- **Scope of work** has been assessed for the most appropriate placement within OCDE (*i.e., Are others within OCDE doing similar work? What might the impact of this funding/partnership be on other divisions?*)
- **Awareness of organizational affiliations** of staff and Cabinet (*i.e., Board memberships*)
- **Sustainability** options have been considered for future funding (*i.e., What will happen to the work once the funding period ends?*)