

**CLASSIFICATION: Business and Noninstructional  
Operations****ADOPTED: 7/14/76****REVISED: 4/10/13****SUBJECT: Special Projects, Grants/Contracts, and  
Other Entitlements****PAGE: 1 of 3**

The County Board of Education recognizes that the San Diego County Office of Education is a local public agency supported mainly by the revenues prescribed by law and payable through state apportionments and local tax collections. It is the intent of the County Board of Education and the County Superintendent of Schools to pursue additional sources of income from external sources, including governmental agencies, private foundations, and corporations. Such applications shall be consistent with the mission and goals of the San Diego County Office of Education.

Entitlements such as special projects, grants and contracts are categorized as follows:

1. New Special Projects and Grants/Contracts

Prior to implementation, new special projects and grants/contracts must be accepted by the County Board of Education. If the County Superintendent of Schools wishes to put a new special project or grant/contract into effect prior to the next available meeting of the County Board of Education, the Board President is authorized to give tentative approval to permit implementation of the special project prior to action by the County Board of Education.

The County Board of Education recognizes that school districts have discretion in determining whether district governing board approval is required for a district to participate in a grant/contract application or whether that board has delegated grant/contract application approval to the district superintendent. School districts are encouraged to collaborate with the San Diego County Office of Education in grant funding applications and will be included in such applications upon request from the district superintendent.

If a local school district wishes to participate in a grant/contract application being submitted by the County Superintendent of Schools, that district superintendent shall indicate in writing the desire of the district to be included in the application. If the grant/contract application submitted by the County Superintendent of Schools is approved by the funding agency, the district superintendent shall take the grant to his/her board for approval. If the grant/contract is not approved by the district board, the school district superintendent shall request that the San Diego County Office of Education remove the school district from the grant immediately.

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New projects or grants/contracts shall be included in the detailed Special Projects Budget for County Board of Education approval.

2. Continuing Special Projects and Grants/Contracts

Continuing special projects and grants/contracts refer to programs that were provided in the previous year and will continue in the new year with either additional funding or carryover funds. The County Superintendent of Schools is authorized to apply for, receive, and expend funds for continuing special projects and grants/contracts and to include them in the detailed Special Projects Budget for County Board of Education approval.

3. Income Driven Cost Recovery Accounts

Income driven cost recovery accounts are special accounts that are created periodically for a specific purpose including, but not limited to, conferences, workshops, and special events. They are complete cost recovery accounts, and funding could come from a variety of sources including participant fees from workshops and/or special events, donations, and bequests. The County Superintendent of Schools is authorized to create these administrative accounts as necessary, providing they are consistent with the mission and goals of the San Diego County Office of Education.

Employees shall obtain prior authorization from the County Superintendent of Schools or their division assistant superintendent to represent the County Board of Education, County Superintendent of Schools, or the San Diego County Office of Education for the purpose of generating revenue through special projects and grants/contracts. No authorization shall be granted if it is determined that acceptance of the funds would promote the use of or imply the endorsement of violence, illegal drugs, tobacco or alcohol. No authorization shall be granted that would result in the acceptance of funding from the following sources:

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1. The tobacco industry or entities that receive educational materials or funding from the tobacco industry for the purpose of educating youth.
2. Any business or organization primarily engaged in the manufacture, distribution or wholesale or retail sale of alcoholic beverages.

The County Superintendent of Schools will maintain an administrative regulation that prescribes guidelines to be followed in the development and implementation of such special projects, grants/contracts, or other entitlements.

**Board Policy: 0100, 0200**  
**Administrative Regulation: 3200**

**Derivation: Former Board Policy No. 3230 (originally adopted 7/14/76) and former Board Policy No. 3411.5 (originally adopted 1/17/62) were repealed with the adoption of Board Policy No. 3200 on 9/13/95. Board Policy No. 3200 amended 12/13/95. Amended 3/12/03, 6/13/12, 4/10/13.**

**Legal Reference: Education Code**  
**12400**

**Management Resources:**  
***California School Accounting Manual*, School Fiscal Services Division,**  
**California Department of Education: [cde.ca.gov/fg/ac/sa/](http://cde.ca.gov/fg/ac/sa/)**