



Orange County Department of Education Office of Grants and Funding

8 Simple Rules for Grant Submission:

1. Do not submit the grant on the **actual** due date
2. Do not submit the grant without properly “Branding” the program for the readers
3. Do not submit the grant without a “mock-up” and a neutral set of “fresh eyes”
4. Do not submit the grant without double-checking the application rules and confirming you have the correct number of copies (*Use the Grant Check-off List tool to verify the compliance requirements*)
5. Allocate a significant amount of time for technical mishaps or the unexpected that WILL happen
6. Check that all signatures are present and are in the correct color ink
7. Do not drive alone to submit the grant
8. Send the grant submission off with positivity and take a moment to join in a team...

Money Dance!