Listed below is information that applicants need for proper submission of continuation grant proposals. *Please share this information with all who will be involved in the submission process.*

### Standard Contract Form and Application for Program Grants

- There is a separate signature page and application for each fund code.
- The appropriate signature page is located within the individual grant application.
- Applicant Agency Contact information needs to be submitted on the individual program Budget Detail Pages. *Please provide all requested information, including the four-digit district code.*

- **Use only FY2015 forms for submission of proposals.** In each RFP at *Required Forms* is a list of links to these forms.

Each application submitted should contain the following in the order listed:

- **Part I - General** – Standard Contract Form and Application for Program Grants signature page, including the amount requested;
- **Part II - Budget Detail Pages** – including all applicant agency contact information;
- **Part III** – Required Program Information – Submit hard copies only;
- **Statements of Assurances** – Please note that two signatures are required;
- **Budget Narratives** – Direct, Collaborative, Match; and
- **SMARTT** - Required elements must be completed online.
  - Administrative Cost Worksheet – required - **NEW** (submit hard copy signed in blue ink by ABE Director)

### System for Managing Accountability and Results Through Technology (SMARTT)

Further information and directions can be found at [http://www.doe.mass.edu/acls/smartt/](http://www.doe.mass.edu/acls/smartt/)

### Please Note

*All appropriations listed here are subject to change. The ESE will inform applicants as soon as possible if grant awards change.*

### Subject to Appropriation

Applications for state grant awards must be received by Friday, June 6, 2014 no later than 3 p.m.

Applications for federal grant awards must be received by Thursday, July 31, 2014 no later than 3 p.m.
**Number of Sets Required**
Submit 2 sets of the application, each with the original signature in **blue ink** of the Superintendent/Executive Director/President.

**Mailing Instructions**
Please *mail* proposals to:

Lorraine Domigan  
Office Manager  
Adult and Community Learning Services  
Massachusetts Department of  
Elementary and Secondary Education  
75 Pleasant Street 3rd Floor  
Malden, MA 02148-4906