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**
- Standard Grant Application for FY2015
  - 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/)

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**Please Note**

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

**Submission Deadline**

Applications for state grant awards must be received by Thursday, May 29, 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