The ESE’s Application for Program Grants includes:

- **Part I, General – Standard Contract Form and Application for Program Grants** cover page, which requires an original signature by the Superintendent/Agency Head for each Fund Code; and
- **Part II, Budget Detail**, which is presented in a summary format.

All applicants are advised that: (1) federal and state regulations require that separate and auditable records be maintained for each project for grant funding and any required matching share; and (2) funds must be administered in compliance with relevant federal or state laws, regulations, and policies.

There are three standard schedules that should be used as needed or directed.

- **Schedule A** is used to allow a number of communities to pool their assigned funds to operate a program in a more cost effective manner or a number of districts to assign funds to another district or a collaborative to operate a special program.
- **Schedule B** is used to document local matching contributions in grants that have cost sharing or matching requirements.
- **Schedule C** is to be used if the applicant agency is proposing to operate a grant project that will be a collaborative effort among a number of agencies.

**Part III - Required Program Information** asks for information needed to comply with state or federal requirements. All programs are required to submit narrative information according to particular guidelines as specified in the RFP.

**System for Managing Accountability and Results Through Technology**

In addition to the Standard Application for Program Grants, applicants must complete the required elements of the System for Managing Accountability and Results Through Technology (SMARTT) online.