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.

<table>
<thead>
<tr>
<th>Standard Contract Form and Application for Program Grants</th>
<th>Standard Grant Application for FY2016</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• There is a separate signature page and application for each fund code.</td>
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<tr>
<td></td>
<td>• The appropriate signature page is located within the individual grant application.</td>
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<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• Use only FY2016 forms for submission of proposals. In each RFP at Required Forms is a list of links to these forms.</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>System for Managing Accountability and Results Through Technology (SMARTT)</th>
<th>Further information and directions can be found at <a href="http://www.doe.mass.edu/acls/smartt/">http://www.doe.mass.edu/acls/smartt/</a></th>
</tr>
</thead>
</table>

**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 Friday, June 19, 2015 no later than 3 p.m.
- Applications for federal grant awards must be received by Friday, July 31, 2015 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