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 FY2016**
  - 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 FY2016 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**

**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.
Massachusetts Department of Elementary and Secondary Education                          FY2016

ACLS CONTINUATION GRANT APPLICATION

SUBMISSION OF PROPOSALS AND RELATED INFORMATION

Continued

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