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| Massachusetts Department of Elementary and Secondary Education FY2019Adult and Community Learning ServicesFY2019 Federal and State Continuation Grant ApplicationOnline Submission of Proposals and Related Information |
| Listed below is information that applicants need for proper submission of **Workplace Education and Transitions** continuation grant proposals. Please share this information with all who will be involved in the submission process.**STANDARD APPLICATION FOR PROGRAM GRANTS**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
* **FY19 New Budget Page**

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 (online) according to particular guidelines as specified in the RFP |
| **Submission instructions**Grantees must use the online grants information system. **Subject to Appropriation**Submission Deadline | Note that instructional offerings should be accurately captured in the program’s Massachusetts adult education data system.  Data collection and entry requirements are being updated and will be specified in a revised policy manual.All appropriations listed here are subject to change. ESE will inform applicants as soon as possible if grant awards changeApplications for state and federal grant awards must be received by Friday, June 22, 2018***Grid A*** |

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| **How to Submit the Standard Contract Form, Application for Program Grants and all other Required Documents within EdGrants**  |
| **Note that only three documents can be uploaded into EdGrants.**  |
| **What to submit** | **How to submit within EdGrants** |
| 1. **Part I -** General – Standard Contract Form and Application for Program Grants Signature page from within the individual grant application, including the amount requested
 | Print out signature page from continuation application, sign, scan and upload into ONE document into EdGrants.  |
| FY19 Budget Page Including all applicant agency contact information for the individual program and include the four digit district code  | Complete online as part of EdGrants. |
| The following two documents must be scanned to create one document.1. Part III **-** Required Program Information (narrative responses)
2. Statement of Assurances with two signatures
 | Scan both documents below into ONE document and upload into Edgrants.1. Print out narrative responses to Part III questions
2. Print out Statement of Assurances and sign
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| **Budget Narratives and Schedule B** * Direct Narratives
* Match Narratives (No match for workplace education and 20% match for Transitions.)
* Schedule Bcompleted
 | Scan and upload all required narratives and completed Schedule B into ONE document and upload into EdGrants. 1. Complete budget and match narratives
2. Complete Schedule B
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