District Checklist for Submitting Proposal
Literacy Professional Development Partnerships Grants

Districts/Collaboratives should use this list prior to submission.

District/Collaborative:_____________________________________________________

PREPARATION:

Hard copies of the following were prepared.

☐ Standard Contract (Part I)
☐ Budget Detail Pages (Part II)
☐ Schedule C Form (needed if two or more districts are submitting together)
☐ Narrative (Part III)
☐ Assurance from School District (Part IV)
☐ Assurance from each Participating School Principal (Part V)
☐ Assurance from each Participating Partner (Part VI)

Electronic copies of the following were prepared.

☐ Budget Detail Pages (Part II)
☐ Narrative (Part III)
☐ District Literacy Plan(s) if revised

SUBMISSION:

☐ 2 hard copies are sent to:
   Alexa Cribbs
   Office of Literacy and Humanities
   Massachusetts Department of Elementary and Secondary Education
   75 Pleasant Street
   Malden, MA  02148-4906

☐ Electronic copies are sent to:
   reading@doe.mass.edu