**Checklist & Instructions for Completing**

**FY18 Program Improvement   
274 Discretionary Grant Application**

**274 Grant Checklist**

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| --- | --- | --- |
| □ | 1. Review RFP | |
| □ | 1. Identify district entitlement amount | |
| □ | 1. Plan fund use | |
| □ | 1. Cover sheet with original signature | |
| □ | 1. In [Ed Grants](https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf) key in : | |
| □ | * 1. Create and name your project “FY18 274 [*LEA # District Name*]” | |
| □ | * 1. Application Information | |
| □ | * 1. Applicant Contacts | |
| □ | * 1. Schedule A , if appropriate | |
| □ | * 1. Budget Entry | |
| □ | * 1. Project Expenditures | |
| □ | * 1. Attachments List: upload the following attachments: | |
| □ | * + - 1. Cover sheet (signed/scanned) | |
| □ | * + - 1. Required Program Information | |
| □ | * + - 1. If applicable, Schedule A | |
| □ | | * 1. Information and Affirmation |
| □ | * 1. Submission Summary | |
| □ | 1. Submit Ed Grants application | |

**274 Grant Checklist Details:**

**1. Review RFP**

Review all categories of the RFP as posted. Assemble required materials necessary for completion of the Fund Code 274 application.

**2. Identify District Funding Amount**

**3. Plan fund use**

All expenditures must be for the excess costs of special education related to program improvement and may not include direct services or materials for students.

The following are **not** allowable costs:

* Instructional technology including software (Computer hardware or software, including site licenses)
* Indirect costs
* Staff salaries
* Student services and materials
  + Direct services for students
  + Textbook and Instructional materials for students
  + Assessment Materials
* Advertising
* Maintenance/Repairs
* **Important:** EdGrants provides more drop down options than are allowable for the use of these grant funds. Budget Line Items 1, 2, 3, and 11 are not allowable fund use for the Fund Code 274 grant. For that reason, to plan for the use of the FY18 274 funds, ESE strongly encourages districts to use the optional Allowable Cost Calculator available in the “Optional Forms” section of the RFP.
  + Review district compliance and performance data and student outcomes to set priorities and focused used of special education funds: [RDA](http://www.doe.mass.edu/sped/osep/resultsdrivenaccountability.html), CPR or mid-cycle review, and [SPP/APR](http://www.doe.mass.edu/sped/spp/maspp.html).
  + **Note**: For districts that have identified, in the Fund Code 240 application, that they will be using a portion of Fund Code 274 to support professional development (PD) activities related to the M3 project, amounts for such PD shall not exceed the “Allowable FY18 Fund Code 274 Amount” identified in the Fund Code 240 M3 SmartForm. The remainder of Fund Code 274 funds, may be directed to any Special Education program improvement activities. No revisions to the Fund Code 240 M3 SmartForm are necessary.

**4.**  **Cover sheet with original signature**

The Cover Sheet form must be completed. **A signed and dated** **copy** must be scanned and submitted through EdGrants as a required attachment and no longer needs to be emailed to ESE.

In the first box (labeled **A. Applicant**), click on the down arrow to view the pull down menu for ORGANIZATION NAME. Scroll down to find your district’s name and select it - address information automatically appears. Then enter the name, and email address of the contact person completing the grant. Enter the district’s Entitlement Amount in both the white boxes. You should request your total entitlement. Sign the coversheet form.

**5. Ed Grants**

You will need to ask your district "Directory Administrator" for authorization to use the EdGrants system to assign the “EdGrants” security role to the person or persons in your district who will be responsible for submitting materials related to SPED 274 Grant. [EdGrants: User Security Controls](http://www.doe.mass.edu/news/news.aspx?id=21775)

[Key in](https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf):

a. Create and name your project *FY18 274 [LEA # District Name]*

b. Application Information

c. Applicant Contacts

d. Schedule A, if appropriate

e**.** Budget Entry

The budget is required to be filled out in EdGrants. There is no longer a requirement to fill out an additional Excel budget workbook.

Upload the following attachments:

1. Cover sheet (signed/scanned)
2. Required program information
3. If applicable, Schedule A - A Schedule A is to be completed if the applicant operates and administers a grant project using funds assigned to more than one agency. The Schedule A form is to be completed and submitted through EdGrants as a required attachment if applicable and no longer needs to be mailed to ESE.

f. Information and Affirmation

g. Submission Summary

Submission Summary is the formlet where you will find the “Submit”button.

**6. Submit Ed Grants application**

All 274 grant application submissions are to go through the EdGrants system. The following is required for grant submission: complete the FY18 274 Grant submission package in EdGrants; upload all required forms; fill out the budget formlet; and click the submit button. Submission is due by or before the due date of Wednesday, February 28, 2018.

For questions concerning the submission process, please contact Bob Hanafin at (781) 338-3364 or via e-mail at [bob.hanafin@doe.mass.edu](mailto:bob.hanafin@doe.mass.edu).