MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

**STANDARD CONTRACT FORM AND APPLICATION FOR PROGRAM GRANTS**

# PART I – GENERAL

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| --- | --- | --- | --- | --- | --- |
| **A. APPLICANT:** | *District Code:* |  |  |  |  |
| **ADDRESS:** |
|  |
| **TELEPHONE:**  |

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| **B. APPLICATION FOR PROGRAM FUNDING** |
| **FUND** **CODE** | **PROGRAM NAME** | **PROJECT DURATION** | **AMOUNT** **REQUESTED** |
| **FC 428** | State – Type of Grant**administered by**COLLEGE, CAREER, and TECHNICAL EDUCATION | FROM | **TO** |  |
| **FC 428** | **Connecting Activities**  | Upon approval (no earlier than 7/1/2020) | 6/30/21 |  |
| C. I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE; THAT THE APPLICANT AGENCY HAS AUTHORIZED ME, AS ITS REPRESENTATIVE, TO FILE THIS APPLICATION; AND THAT I UNDERSTAND THAT FOR ANY FUNDS RECEIVED THROUGH THIS APPLICATION THE AGENCY AGREES TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL GRANT REQUIREMENTS COVERING BOTH THE PROGRAMMATIC AND FISCAL ADMINISTRATION OF GRANT FUNDS. |
| **AUTHORIZED SIGNATORY:** | **TITLE:** |
| **TYPED NAME:** | **DATE:** |

Submit all required grant materials through [EdGrants](https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf)

In EdGrants, districts are required to create and name the project. Please use the following naming convention for your "Applicant Project Name" in EdGrants:

 FY20 (INSERT FUND CODE NUMBER and PROGRAM UNIT) Applicant Name

All items listed under the required forms section of this RFP should be uploaded / attached in the Attachments List formlet of the Application Submission in EdGrants. This includes a signed / scanned PDF of Part I / Coversheet with Superintendent's signature as well as Schedule A form, if applicable to your district. The final budget the applicant is requesting will be entered directly into EdGrants as part of the application submission process.

For Guidance Documents regarding EdGrants click [here](http://www.doe.mass.edu/Grants/edgrants.html).

Please note: It is up to the district to determine who they want to add as EdGrants Front Office users in order to submit grant application as well as payment request information. Please review the EdGrants: [User](http://www.doe.mass.edu/news/news.aspx?id=21775) [Security Controls](http://www.doe.mass.edu/grants/edgrants/user-security-controls.html) to make informed decisions regarding assigning your district level users.

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