

## CONTINUATION APPLICATION – INSTRUCTIONS

Current Grantees are required to submit the following documents on or before 4:00 pm on **June 15, 2009** to receive funding for the 2009-2010 grant year:

1. Pages 1-3 and 7-8 of the application. <http://www.dpi.state.nd.us/forms/sfn53515.pdf> – Abstract is to be no more than 1 page in length.
2. Short narrative addressing progress in meeting goals outlined in the previous years application (not more than 1 page in length).
3. Update or list any changes to the program including programming, staffing, etc.
4. Submit a description of how you will sustain the program should Federal funding be discontinued (not more than 1 page in length).
5. Submit a description of how you are matching the programming to the State Standards and Benchmarks.
6. Budget Application <http://www.dpi.state.nd.us/forms/word/sfn52929.doc>
7. Submit a detailed listing of items to be purchased under the materials/supplies budget line item. (You will be required to purchase only those items identified – changes to this list will require State Office approval).
8. Submit a signed general assurances document – See page 7-8 of the application <http://www.dpi.state.nd.us/forms/word/sfn53515.doc>
9. You need to be aware that all employees who have direct contact with students must have completed the FBI background check prior to beginning work.
10. A copy of the School Board minutes (Fiscal Agent) identifying the authorized representative for the 21<sup>st</sup> Century Community Learning Centers grant for the year 2009-2010.