



# North Dakota Department of Public Instruction

Dr. Wayne G. Sanstead, State Superintendent



## 21<sup>st</sup> Century Community Learning Centers

### CONTINUATION APPLICATION – INSTRUCTIONS

Current Grantees are required to submit the following documents on or before 4:00 pm on **May 15, 2011** to receive funding for the 2011-2012 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. Narrative addressing progress in meeting goals outlined in the previous year's application. Please discuss innovative curriculum, staffing concerns, and describe the program in detail. If you are not currently meeting objectives, please describe barriers to achieving goals and strategies to meet you outcomes during the next program year.
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. Your sustainability plan should include an assessment of the current financial state of your program, partnership plans, matching funds, volunteer recruitment. Sustainability plans should also include fundraising strategies, strategies for promoting the program, and strategies for creating support and investment of parents, administrators, and community.
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 2011-2012.