



Fiscal Year 2020 Character Education Matching Grant-Continuation

Grant Application Instructions

Application Opens: March 1, 2019

Application Closes: June 1, 2019, at 11:59 pm

Note: No technical assistance is available after 5pm on Friday, May 31, 2019

Project Period: July 1, 2019 to June 30, 2020 – YEAR THREE of three-year grant cycle, pending annual legislative appropriations of non-reverting Prop 301 funding.

KEY INFORMATION

- Only continuing FY 2019 Character Education Matching Grant--Year 2 grant recipient school sites are eligible to apply for the FY 2020 Character Education Matching Grant – Continuation.

Accessing the GME System

The Grants Management Enterprise (GME) system is accessed via the ADEConnect portal found at <http://www.azed.gov/>. If you do not have access to ADEConnect and/or do not see the Grants Management option listed on the ADEConnect portal, contact your organization's designated Entity Administrator. For technical assistance with the GME system, contact the Grants Management team at 602.542.3901 or via email at grants@azed.gov

Accessing the Application in GME

- On the main GME menu hover over "**Funding**" and select "**Funding Applications**."
- On the **Funding Applications** page select the applicable **Fiscal Year** (2020) from the drop-down to view available funding applications
- Click on the FY 2020 **Character Education Matching Grant-Continuation**, then click "Search"
- After clicking on your LEA name, you will see the Sections page. Change the status by clicking "Draft Started." Scroll down to "District Level" and click the down-arrow to select continuing site. You are ready to begin completing your application.

FY2020 Continuation Application

To begin your application, on the "Sections" page, ensure you have clicked "**Draft Started.**" Complete the "Budget" and "Program Details" for each continuing site in the District drop-down menu.

1. **Budget:** Note: 6300 is the ONLY object code reimbursable for this grant. Include all budget details which cover purchased professional services beginning July 1, 2019 to June 30, 2020 as

eligible for reimbursement. Do not list the school matching monies in the GME budget section. The allocation amount will reflect 90% of the award. In October, GME will increase the allocation to the full 100% and the LEA will be instructed to revise the Budget. NOTE: The Itemization Table in the Program Details section should reflect the FULL 100% of funding. If the full 100% funding will not be used, budget accordingly **and** make a note in the History Log.

2. Program Details:

- Answer **FFATA & GSA Verification** questions 1-4
- Enter current **Contact Information**
- Answer **Program Narrative** questions 1-4 with clear and concise details that are directly relevant to the school site. It is recommended to type your answers directly into GME. The GME system is not compatible with cutting and pasting from WORD and will not maintain the formatting.
- Select the **Pre-Approved Character Education Provider** – Program Provider is anticipated to be the same selected with the original grant award. If a change in provider is requested, please clearly identify the change and justification in question 3 of the grant narrative and send an email justification to: Rebecca.Astorga@azed.gov
- **List FY 2020 Matching Funds Itemization:** Complete the Table using the full 100% of award and how the school will provide matching funds, as required per [ARS15-154.01](#).
 1. **Grant Will Provide** (Column 1): Itemize in detail the list of purchased professional services the grant award will cover for FY 2020 (final year). Again, if the full 100% funding will not be used, budget accordingly **and** make a note in the History Log.
 2. **Grant Funds** (Column 2): Enter dollar amount for each service listed in column 1 and total the list at the bottom.
 3. **Matching Monies** (Column 3): Itemize in detail the matching funds for FY2020
 4. **Matching Funds** (Column 4): Enter dollar amount for items listed in column 3 and total the list at the bottom.
- Complete the grant **Assurances** – **You agree to provide an evaluation of your character education program provider to ADE. We value your candor and genuine critique.**

Submitting the Application

There is no “Submit” button in the GME system. Instead, various levels of approval must occur for an application to be submitted and processed by the Arizona Department of Education (ADE). When the application is ready to “submit” to ADE, return to the “Sections” page and change the status to “Draft Completed” to initiate the LEA levels of approval. Authorized LEA representatives will need to review the application and change the status to the following:

- **LEA Business Manager Approved (not submitted)**
- **LEA Authorized Representative Approved (submitted)**

Payments

As expenditures allow, you may submit your FY 2020 Reimbursement Requests throughout the project period. You are required to upload your vendor invoice(s) to GME in “Related Documents” to support your request.

Program Assistance

For questions concerning the application or further information about the Character Education Matching Grant-Continuation, contact Rebecca Astorga (602) 542-8728 or Rebecca.Astorga@azed.gov

Note: For technical assistance with GME contact Grants Management at 602.542.3901 or via email at grants@azed.gov