

## **SECTION H. APPLICATION AIDS**

### **H-1: Timeline of Application Development Activities**

<b>Activity</b>	<b>Recommended Timeline</b>
<ol style="list-style-type: none"><li>1. Review 2020 grant application to verify match between applicant needs and grant purposes.</li><li>2. Verify that targeted school building populations meet the absolute priority (poverty requirement), as well as any competitive priorities.</li><li>3. Review website guidance on writing a 21<sup>st</sup> CCLC grant application.</li><li>4. Participate in the 21<sup>st</sup> CCLC technical assistance Zoom workshop or download the workshop PowerPoint from the 21<sup>st</sup> CCLC website.</li><li>5. Convene meetings with:<ol style="list-style-type: none"><li>a. public and nonpublic school representatives (e.g., superintendents, principals, others) in the potential service area to determine willingness to participate/form partnership, and</li><li>b. other stakeholders to identify needs and community assets.</li></ol></li><li>6. Verify eligibility data (i.e., poverty, mobility, ELL) on the 2018-2019 Nebraska Education Profile website.</li><li>7. Form stakeholder advisory committee and convene meetings.</li><li>8. Conduct needs assessment, including parent surveys, and analyze data.</li><li>9. Select the school building populations to be served based on need and commitment of principal(s) and teacher(s). Determine site locations. Verify that the school building: 1) is not being served by an existing 21<sup>st</sup> CCLC grant, and 2) is participating in only one 21<sup>st</sup> CCLC proposal.</li><li>10. Determine focus of project, priority needs to be served by the project, number of students served, etc.</li><li>11. Verify if CSI, TSI or ATSI implemented at proposed buildings.</li><li>12. Submit Intent to Apply letter.</li><li>13. Begin drafting application narrative.</li><li>14. Identify activities and services to be offered to meet needs.</li><li>15. Begin drafting the budget.</li><li>16. Contact community partners and other stakeholders to confirm financial or other contributions to the project (both during the grant period, and to sustain it after grant ends).</li><li>17. Request letters of commitment from any organization contributing \$1,000 or more per year in cash, goods or services.</li><li>18. If applicable, complete Nonpublic School Participation Form(s)</li><li>19. If a consortium, determine lead agency and fiscal agent.</li><li>20. Co-applicants request board approval of participation and the commitment of specific resources of \$1,000 per year or more.</li><li>21. Have an authorized member of the board of each co-applicant sign the Consortia Partners Signature Page.</li><li>22. Check the proposal for all required elements by using the Application Checklist in the Guidance.</li><li>23. Give public notice of intent to submit an application.</li><li>24. Once the application is finalized, make 5 copies (retain one copy for your records), and submit the original and 4 copies by the postmark deadline.</li><li>25. Make application available for public review after submission.</li></ol>	<p>November</p> <p>↓</p> <p>December</p> <p>↓</p> <p>January</p> <p>↓</p> <p>February</p>