Timeline of Application Development Activities

1. Review 2017 grant application to verify match between applicant needs and grant purposes.
2. Verify that targeted school building populations meet the absolute priority (poverty requirement), as well as any competitive priorities.
3. Review website guidance on writing a 21st CCLC grant application.
4. Participate in the 21st CCLC technical assistance Zoom workshop or download the workshop PowerPoint from the 21st CCLC website.
5. Convene meetings with:
   a. public and nonpublic school representatives (e.g., superintendents, principals, others) in the potential service area to determine willingness to participate/form partnership, and
   b. other stakeholders to identify needs and community assets.
7. Form stakeholder advisory committee and convene meetings.
8. Conduct needs assessment, including parent surveys, and analyze data.
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 21st CCLC grant, and 2) is participating in only one 21st CCLC proposal.
10. Determine focus of project, priority needs to be served by the project, number of students served, etc.
11. Verify AQuESTT classification of proposed buildings to be served.
12. Submit Intent to Apply letter.
13. Begin drafting application narrative and developing the budget.
14. Identify activities and services to be offered to meet needs.
15. Identify CIP facilitation support to fulfill roles/responsibilities identified on page A-17.
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).
17. Request letters of commitment from any organization contributing $1,000 or more per year in cash, goods or services.
18. If applicable, complete Nonpublic School Participation Form(s)
19. If a consortium, determine lead agency and fiscal agent.
20. Co-applicants request board approval of participation and the commitment of specific resources of $1,000 per year or more.
21. Have an authorized member of the board of each co-applicant sign the Consortia Partners Signature Page.
22. Check the proposal for all required elements by using the Application Checklist in the Guidance.
23. Give public notice of intent to submit an application.
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.
25. Make application available for public review after submission.

Recommended Timeline

- October
- November
- December
- January
- February