

**2026**

**NEBRASKA**

**21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTERS**

**AND EXPANDED LEARNING OPPORTUNITIES**

**GRANT PROGRAM**

**APPLICATION FORMS**

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Nebraska 21<sup>st</sup> Century Community Learning Centers Grant Program  
APPLICATION COVER PAGE FOR A FIRST-TIME GRANT

NDE 34-037  
Rev 01/26  
Date Due: 03/19/2026

FOR OFFICE USE ONLY

<b>APPLICANT IDENTIFIER:</b> 7 - _____ - 21	<input type="checkbox"/>
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**APPLICANT INFORMATION**

1(A). Name of applicant/organization: _____ _____	2. Lead agency representative _____ Title _____ Rep's. phone: _____ Rep's. summer phone: _____ Rep's. e-mail: _____ Project director: _____ Title: _____ Director's phone: _____ Director's summer phone: _____ Director's e-mail: _____
1(B). Address of the lead agency representative to which grant correspondence is to be sent:  Address _____ _____ _____	3. Fiscal Agent:  _____ _____
4(A). Federal tax identification number (FTIN) of fiscal agent:  47 - _____  4(B). DUNS Number: _____	

**5. FUNDING REQUEST CALCULATION AND ATTENDANCE OBJECTIVE**

(A) Service Options	(B) # of Students Served	(C) # of Days	(D) Funding Requested	(E) Average Cost per Student Served	(F) Average Daily Cost per Student Served	(G) Minimum Annual Attendance Objectives for Students			
						(G1) Year 1	(G2) Year 2	(G3) Year 3	(G4) Year 4
Afterschool (2.5-4 hours)									
Out-of-School days (4+ hours)									
Summer days (4+ hours)									

Date received	<b>6. Funding Request</b>		
	(A) Budget Year	(B) Grant Funds Requested	(C) Partner/Local Fiscal Support
	Year 1		
	Year 2		
	Year 3		
	Year 4		
GRAND TOTAL			

Instructions on the following page.

## INSTRUCTIONS FOR COMPLETING THE COVER PAGE

This form is available at <https://www.education.ne.gov/21stccclc/grant-competition/required-tables-forms/> in Word format. Note that the shaded boxes are for office use only. Do not write any information in any of the shaded boxes. Specific instructions for each section of the "Cover Page" are found below.

**#1 Name and mailing address of applicant/organization.** 1(A): Indicate the name of the applicant (e.g., school district, name of consortium, non-profit educational organization, etc.). 1(B): Provide the address of the lead agency representative to which all grant correspondence will be sent.

**#2 Lead agency representative and project director.** The *lead agency representative* represents the applicant organization or consortium, will sign the application on its behalf, and will provide information about the proposal during the application process. List the name of the non-profit president, superintendent, or authorized representative of a consortium. This person will be the primary contact for correspondence about the grant application, including notification of funding decision. The *project director* will be directly responsible for the day-to-day operations of the project and could be contacted as a secondary source of information about the proposal.

**#3 Fiscal agent.** Indicate the fiscal agent responsible for all financial matters concerning the grant.

**#4 Federal tax identification number (FTIN) and DUNS number.** (A): This number should begin with a prefix of 47 (e.g., 47-\_\_\_\_\_\_). For a consortium, the FTIN provided should be for the fiscal agent identified in Box 3. (B): This is the DUNS number for the fiscal agent.

**#5. Funding request calculation and attendance objective.** Complete columns 5(A)-5(E) to document the calculation of the year 1 funding request. Column "A" provides a listing of service options. "Afterschool" means services will be provided only in the hours immediately following dismissal at the end of the school day. "Out-of-School days (4+ hours)" means services will be provided during the school year on those days when school is not in session for at least 4 hours each day. "Summer days" means services will be provided on weekdays during the summer break from school. In Column "B" list the unduplicated number of students who will be in attendance for 1 hour of the daily service provided and will be served at least 15 hours or more during Afterschool, 4 hours for Out-of-School, and 15 hours of summer. In Column "C", provide the number of days in year 1 that students will receive each service. For Column "D," indicate the total year 1 funding dollar amount you are requesting for each service option. In Column "E", divide your funding request (column "D") by number of days providing service (column "C"), and then divide again by the number of students to be served (column "B"). Enter the result in Column "E" for each service option. Indicate a zero if any particular services will not be provided.

Complete Columns "G1" – "G4" to document the minimum annual attendance objectives in years 1-4. Year 1 is 70% of the number of students listed in Column "B" and year 2 is 85% of the number of students listed in column "B". Years 3 and 4 must be identical to the number listed in Column "B."

**#6 Funding request.** Indicate the amount of grant funds requested in Column "B" and partner/local fiscal support to be contributed in Column "C" for years 1-4. Grant funds requested in year 1 should equal the total of Column "5-D." Grant funding in years 1-4 must be identical. Partner/local fiscal support in years 3 and 4 should be increased accordingly.

**21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS GRANT PROGRAM  
 STATEMENT OF ASSURANCES SIGNATURE PAGE**

The applicant(s) for the Nebraska 21<sup>st</sup> Century Community Learning Centers grant hereby assure(s) the Nebraska Department of Education that:

- The applicant(s) is/are an 'eligible entity' for the 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) award as such term is defined by federal law (20 U.S.C. 7173(b)) that proposes(s) to serve (A) students who primarily attend—(1) schools eligible for schoolwide programs under section 1114 [20 USCS § 6314]; or (2) schools that serve a high percentage of students from low-income families; and (B) the families of students described in subparagraph (A).
- Equal opportunities will be provided to persons without discrimination because of race, national origin, creed, age, marital status, sex or disability.
- The findings of evaluations of programs operated by this applicant during previous years were considered when planning the programs proposed in this application.
- The activities proposed in this application take into consideration other educational agency and/or community programs in order to assure a coordinated approach and to avoid duplication of effort.
- 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Grants will not be used to supplant federal, state or local funds. 21<sup>st</sup> CCLC grants will not be used to fund ongoing projects or activities.
- The applicant will meet the Measures of Effectiveness described in Title IV, Section 4115 of the ESEA Act as amended by NCLB Act of 2001.
- Statistical, financial, and descriptive reports required by the Nebraska Department of Education will be submitted in accordance with applicable law and regulation. Applicants will provide student data in aggregate form for the purpose of substantiating the project's impact on student learning.
- Income and expenditure records will be audited in accordance with the appropriate auditing standards for that entity (i.e., governmental, non-profit educational organizations) and any additional auditing criteria specified in the grant award. The State of Nebraska will have access to the financial records for this project for a period of five complete fiscal years after the conclusion of the project period.
- A copy of all materials developed using grant funds will be provided to the Nebraska Department of Education. The rights to the copyright of all materials produced under the grant are retained by the State of Nebraska unless otherwise specified in the grant. The department reserves the right to reproduce and distribute any materials produced in whole or in part with grant funds, in addition to any such rights maintained by the federal government.
- The applicant has the legal authority to conduct all activities proposed to be funded under the grant.
- Applicants will adhere to restricted costs and all policies set forth in the Grant Application and Technical Assistance unless waived by NDE.
- The program will be administered in accordance with all applicable statutes, regulations, program plans and applications.
- Funds under the program will be used to increase the level of state, local and other non-federal funds that would, in the absence of these federal funds, be made available for authorized programs and activities, and will not supplant federal, state, local, or non-federal funds.
- Unless otherwise provided by applicable law or regulation, any personal property or equipment purchased with 21<sup>st</sup> CCLC grant funds shall be considered the property of the lead agency. Any other proposed ownership of property or equipment purchased with 21<sup>st</sup> CCLC grant monies must be stipulated in the grant proposal and is subject to approval by NDE. All maintenance or replacement of any property or equipment purchased with 21<sup>st</sup> CCLC grant funds will be the responsibility of the grantee(s).
- The program will primarily target students who attend schools eligible for Title I schoolwide programs and their families.
- The community was given notice of an intent to submit an application. After the submission, the applicant will provide for public availability and review of the application and any waiver request(s).
- The transportation needs of participating students is addressed in the application.
- The proposed program was developed, and will be carried out, in active collaboration with the schools the students attend (including through the sharing of relevant data among the schools), all participants of the eligible entity, and any partnership entities, in compliance with applicable laws relating to privacy and confidentiality and in alignment with challenging State academic standards.
- The application includes a plan describing how community learning center(s) to be funded through the grant will continue after funding ends (sustainability plan).
- Program liability insurance will be provided by the applicant(s).
- If site space is leased from or provided by a sectarian organization, the classes and students shall be physically separated from any religious classes/activities and instruction, and there shall be no religious artifacts, symbols, iconography, or materials on display in the site's entrance, classrooms, or hallways.
- The applicant will: 1) enforce any obligations imposed on agencies, institutions, organizations, and other partners responsible for carrying out the program as specified in the application; 2) correct deficiencies in program operations that are identified through audits, monitoring, or evaluation; and 3) adopt written procedures for the receipt and resolution of complaints in the administration of the program.
- The school district(s) will provide access to pertinent student data to applicant or partnering agencies to be in compliance with state and federal reporting requirements.
- The school district(s) will be part of the collaboration process to address the special needs of students and their families.
- The school district(s) and collaborating partners will share data, including student free and reduced lunch status, required by the evaluation component.
- Equitable services will be offered to non-public school students and their families, if those students are part of the qualifying target population.
- The program will have access to needed space and resources.
- The program will take place in a safe and easily accessible facility.
- The program staff will meet the school district requirements for safety and wellness, including background checks.
- Based on the services proposed, services will be provided upon school day dismissal at least 12 hours per week for afterschool services, and at least 4 hours/day on non-school days, including summer break, unless a waiver is requested and approved by NDE.
- Based on the services proposed, appropriate snacks/meals will be served.
- Public school officials consulted with representatives from non-public schools within their attendance area regarding the design and implementation of the program.
- Total funding is contingent upon availability of grant funds from the U.S. Department of Education.

**Signature of Lead Agency Representative**

7. To the best of my knowledge and belief, all information in this application is true and correct. The document has been approved by the board(s) or governing body(ies) of the applicant(s) and the applicant(s) will comply with the assurances listed above if the assistance is awarded. The individual who is authorized by the governing body of the applicant to sign on behalf of the organization should sign below. All co-applicant representatives, must sign the *21<sup>st</sup> Century Community Learning Centers Grant Program Consortia Partners Signature Page* (NDE 34-035).

a. Typed Name of Lead Agency Representative	b. Title	c. Telephone Number
d. Signature of Lead Agency Representative	e. Representing	f. Date Signed

Instructions on the following page.

## INSTRUCTIONS FOR COMPLETING THE STATEMENT OF ASSURANCES SIGNATURE PAGE

This form is available at <https://www.education.ne.gov/21stcclc/grant-competition/required-tables-forms/> in Word format.

A statement of assurance is required to ensure compliance with NDE guidelines and applicable state and federal law.

### Signature of Lead Agency Representative

**Single applicant.** Each grant application must be signed by a lead agency representative to indicate that the board of the applicant organization has officially approved the completed application and agrees to comply with the assurances. After a single applicant has obtained approval by the board, generally one of the following would sign the application as the lead agency representative if authorized to sign on behalf of the board:

Schools	Superintendent
Faith-based Organization	Board President, Pastor
City	Mayor
County	Chair of the County Board
Foundation	Executive Director

The signature must be that of the lead agency representative identified in Box 2 on the Cover Page.

**Consortium applicant.** A representative of one of the eligible applicants of the consortium must be selected to represent the group as the lead agency representative. This individual will sign the "Statement of Assurances" (NDE 34-013) in Box 7 on page A-22 as noted above to represent the consortium (e.g., ABC Consortium) and will also sign the "Consortia Partners Signature Page" (NDE 34-035) on behalf of their individual organization (e.g., XYZ Public Schools). All consortia co-applicants (including the lead agency representative, if representing another entity in addition to the entire consortium) must sign the "Consortia Partners Signature Page" form. Each signature attests to the individual board's approval of the application, in-kind/matching contributions, and commitment to the assurances. A co-applicant is any group or organization receiving services from, or providing \$1,000 or more per year in services/resources to, the proposed project.

### Summary of necessary signatures...

- 1) "Statement of Assurances Signature Page" (NDE 34-038), page A-21:
  - lead agency representative

Consortia applicants must also submit the Consortia Partners Signature Page form (NDE 34-035) that is available on the 21<sup>st</sup> CCLC web site at <https://www.education.ne.gov/21stcclc/grant-competition/required-tables-forms/>

- 2) "Consortia Partners Signature Page" (NDE 34-035):
  - qualified board-authorized representative from each co-applicant organization receiving services from or providing \$1,000 or more per year in services/resources to the proposed project. In addition, each co-applicant must complete a letter of commitment that must be submitted in the appendix of the application.

**21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS GRANT PROGRAM  
 CONSORTIA PARTNERS SIGNATURE PAGE**

Consortium Applicant Name \_\_\_\_\_

**SIGNATURE STATEMENT**

8) To the best of my knowledge and belief, all information in this application is true and correct. We are co-applicants in the proposed project. This document and participation in this project have been approved by the board (or governing body) of the undersigned school district(s) or organization(s). We will comply with the statement of assurances if the assistance is awarded.

a. Typed Name of Authorized Representative	b. Title	c. Date Signed
d. Signature of Authorized Representative	e. Representing	f. Telephone Number
a. Typed Name of Authorized Representative	b. Title	c. Date Signed
d. Signature of Authorized Representative	e. Representing	f. Telephone Number
a. Typed Name of Authorized Representative	b. Title	c. Date Signed
d. Signature of Authorized Representative	e. Representing	f. Telephone Number
a. Typed Name of Authorized Representative	b. Title	c. Date Signed
d. Signature of Authorized Representative	e. Representing	f. Telephone Number
a. Typed Name of Authorized Representative	b. Title	c. Date Signed
d. Signature of Authorized Representative	e. Representing	f. Telephone Number
a. Typed Name of Authorized Representative	b. Title	c. Date Signed
d. Signature of Authorized Representative	e. Representing	f. Telephone Number
a. Typed Name of Authorized Representative	b. Title	c. Date Signed
d. Signature of Authorized Representative	e. Representing	f. Telephone Number

Instructions on the following page.

## INSTRUCTIONS FOR COMPLETING THE CONSORTIA PARTNERS SIGNATURE PAGE

This form is available at <https://www.education.ne.gov/21stcclc/grant-competition/required-tables-forms/> .

This form is intended to document all participating co-applicants in the project.

**Consortium applicant.** All consortia co-applicants (including the lead agency representative, if representing another entity in addition to the entire consortium) must sign the "21<sup>st</sup> Century Community Learning Centers Grant Program Consortia Partners Signature Page" form (NDE 34-035). Each signature attests to the individual board's approval of the application, in-kind/matching contributions and commitment to the assurances. A co-applicant is any group or organization receiving services from, or providing \$1,000 or more per year in services/resources to, the proposed project.

### Summary of necessary signatures...

"Consortia Partners Signature Page" (NDE 34-035):

-A qualified board-authorized representative from each co-applicant organization receiving services from, or providing \$1,000 or more per year in services/resources to, the proposed project.

Consortia applicants must submit the "Consortia Partners Signature Page" form (NDE 34-035) that is available on the 21<sup>st</sup> CCLC web site at <https://www.education.ne.gov/21stcclc/grant-competition/required-tables-forms/>

**PART 4 – 21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTERS GRANT SITE SUMMARY FORM**

**Applicant Name:** \_\_\_\_\_

**Table A: Identification of Participating Site/School Building Target Population**

A NAME OF CENTER SITE (CS)	B CS #	C SCHOOL BUILDING (SB) TARGET POPULATION	D SB #	E SCHOOL DISTRICT NAME	F SCHOOL BUILDING CD #	G CON. DIS.	H SITE LIC.		I STUDENTS TO BE SERVED	
							H1	H2	By Site	By Bldg.

**Table B: Competitive Priority Information by School Building Target Population  
 (as published in 2024-25 Nebraska Education Profile)**

	COMPETITIVE PRIORITIES	SB #__	SB #__	SB #__	% MET
I.	This is a proposal for a 21 <sup>st</sup> CCLC First-Time grant at a school that has not previously had a 21 <sup>st</sup> CCLC program.				
II.	The school building to be served is implementing comprehensive support and improvement activities (CSI), targeted support and improvement activities (TSI) or additional targeted support and improvement (ATSI) for 2024-25.				
III.	The school building to be served has a mobility rate above the statewide average.				
IV.	The school building to be served has a free or reduced-cost meals rate of 60.00% or higher.				
V.	The school building to be served has a free or reduced-cost meals rate of 80.00% or higher.				
VI.	The school building to be served has an English Language Learner rate above the statewide average.				

**Table C: Additional Site Information by Center Site**

	ADDITIONAL SITE INFORMATION	CS #__	CS #__	CS #__
VII.	Population to be served			
VIII.	Types of community partners			
IX.	Types of activities to be provided			
X.	Service options			

See instructions on the following page for a key to abbreviations.

**INSTRUCTIONS FOR COMPLETING THE 21<sup>st</sup> CCLC GRANT SITE SUMMARY FORM**  
**Table A: Identification of Participating Site/School Building Target Population**

This form is available at <https://www.education.ne.gov/21stcclc/grant-competition/required-tables-forms/> in MS Word.

**Column A—Name of center site (CS).** Indicate the name of *each* building site (e.g., ABC Elementary School) where services will be provided. If services will be provided at an alternative site other than a school building, indicate the name of the building (e.g., Girls Club) where services will be provided. List center sites in alphabetical order.

**Column B—Center site number (CS#).** Assign a number to each center site (e.g., 1, 2). After identifying all sites in column "A", refer to sites by the designated center site name and number consistently throughout the application.

**Column C—School building (SB) target population.** Indicate the name of the corresponding school building (e.g., ABC Elementary School) attended by the target population to be served at this center. List school building sites in alphabetical order by site.

**Column D—School building number (SB#).** Assign a code number to each school building identified in column "C" using the center site number first (e.g., 1) followed by letters of the alphabet to differentiate between the "feeder" schools to the site (e.g., 1a, 1b). Refer to each school building by the designated school building number consistently throughout the application.

**Column E—School district name.** Indicate the name of the school district with which each school building is affiliated (e.g., XYZ Public Schools). If services will be provided at an alternative site, indicate the name of the school district attended by the students to be served at the alternate site. Use the school district name as it appears in the [Nebraska Education Directory](#).

**Column F—School building county district number (CD#).** Provide the school building county district number of *each* school building listed in column "C." See the [Nebraska Education Directory](#) for this 9-digit number ( \_ - \_ - \_ - \_ - \_ - \_ - \_ - \_ - \_ ).

**Column G—Federal congressional district (Con. Dis.).** Provide the federal congressional district number (1, 2 or 3) in which the participating school building is situated.

**Column H—Site licensed (Site Lic.).** (H1) If the site providing child care services will charge a fee, write "Y;" if it will not, write "N." (H2) If the site providing child care services is currently licensed by the State of Nebraska, write "Y;" if it is not, write "N."

**Column I—Students to be served.** As requested in column 5(B) of the "Cover Page," for *each site* and *each school building* provide the unduplicated number of students to be served per year by this project.

**Table B: Competitive Priority Information by School Building Target Population**

Before providing information requested in Table "B," in the first row of the table list each school building target population number (SB#) designated in Column "D" of Table "A." For *each* individual school building identified in Table "A" provide the requested responses to items I –V. Please note: For proposals involving more than one school building, 100% of the school buildings to be served must individually meet the absolute priority. At least 75% of the school buildings to be served must individually meet a competitive priority in order for the consortium to receive points for that priority. For non-school sites, provide data for the pertinent populations to be served.

**#I.—Competitive priority (application for 21<sup>st</sup> CCLC Continuation grant).** This is a proposal for a 21<sup>st</sup> CCLC First-Time grant for a school which has not previously had a 21<sup>st</sup> CCLC program.

**#II.—Competitive priority (CSI, TSI, ATSI).** The program will target students who attend schools implementing comprehensive support and improvement activities (CSI), targeted support and improvement activities (TSI) or additional targeted support and improvement (ATSI) for 2024-25.

**#III.—Competitive priority (excessive mobility rate).** For *each* individual school building population provide the mobility rate reported to the Nebraska Department of Education for the 2024-25 school year. Use the figure reported to NDE as published in the 2024-25 Nebraska Education Profile posted mid-December, 2025.

**#IV.—Competitive priority (>60% poverty rate).** For *each* individual school building respond "Yes" or "No" to indicate whether the poverty rate or percentage of students qualifying to receive free or reduced-cost meals as reported to the Nebraska Department of Education for the 2024-25 school year is above 60.00%. Use the figure as published in the 2024-25 Nebraska Education Profile posted mid-December, 2025.

**#V.—Competitive priority (>80% poverty rate).** For *each* individual school building respond "Yes" or "No" to indicate whether the poverty rate or percentage of students qualifying to receive free or reduced-cost meals as reported to the Nebraska Department of Education for the 2024-25 school year is above 80.00%. Use the figure as published in the 2024-25 Nebraska Education Profile posted mid-December, 2025.

**#VI.—Competitive priority (English Learner rate).** For *each* individual school building provide the English Learner (EL) rate reported to the Nebraska Department of Education for the 2024-25 school year. Use the figure reported to NDE as published in the 2024-25 Nebraska Education Profile posted mid-December, 2025.

**Percentage met.** After completion of the Absolute and Competitive Priorities in Table "B," complete the "% Met" column, by indicating the percentage of sites that meet each individual priority. For example, if 2 out of 3 sites meet a competitive priority, 67% would be written in the "Percentage Met" column for that priority.

**Table C: Additional Site Information by Center Site**

Before providing the information requested in Table "C," in the first row of the table list each center site number (CS#) designated in Column "B" of Table "A." For *each* individual center site identified in Table "A," provide the requested responses to items VI –IX.

**#VII.—Population to be served.** For *each* individual site indicate **all** of the student populations that will be served by any facet of the project at that site. For elementary school students write "E," for middle school students write "M," and for high school students write "H."

**#VIII.—Types of community partners.** For *each* individual site indicate **all** of the types of community partners that will collaborate in the 21<sup>st</sup> CCLC project, using the following numerical key: 1) School district, 2) Faith-based organization, 3) National organization, 4) Library/museum, 5) Community-based organization, 6) County/city agency, 7) Health/mental health provider, and 8) College/university.

**#IX.—Types of activities to be provided.** For *each* individual site indicate **all** of the types of activities that will be provided at that site using the following numerical key: 1) Core Education Activities, 2) Academic enrichment, 3) Remedial education, 4) Tutoring services, 5) Arts education, 6) Music education, 7) Entrepreneurial education, 8) Telecommunications/technology education, 9) English Language Learners program, 10) Mentoring program, 11) Recreational activities, 12) Expanded library service hours, 13) Truant/suspended/expelled programs, 14) Drug/violence prevention, 15) Character education, 16) Health services, 17) Mental health, counseling services, and 18) Parent involvement/family literacy.

**#X.—Service options.** For *each* individual site indicate **all** of the services that will be available by using the following numerical key: 1) Afterschool, 2) Out-of-School (4+ hours), and 3) Summer break.

Applicant Name \_\_\_\_\_

**21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTERS GRANT BUDGET SUMMARY**

The following format must be used to summarize the major line items that constitute the entire 4-year budget request.

Entire Grant Budget period: July 1, 2026 - September 30, 2030

A ANNUAL BUDGET	B 100 Salaries	C 200 Employee Benefits	D 300 Professional & Technical Services	E 400/500 Other Purchased Services	F 600 Supplies	G TOTALS	
						G1 GFR	G2 P/LS
<b>YEAR 1</b>							
Grant Funds Requested							
Partner/Local Support							
<b>YEAR 2</b>							
Grant Funds Requested							
Partner/Local Support							
<b>YEAR 3</b>							
Grant Funds Requested							
Partner/Local Support							
<b>YEAR 4</b>							
Grant Funds Requested							
Partner/Local Support							
<b>Total Grant Funds</b>							
<b>Total Partner/Local Support</b>							
<b>GRAND TOTAL</b>							

Instructions on the following page.

## INSTRUCTIONS FOR COMPLETING THE BUDGET SUMMARY BY TOTAL REQUEST FORM

The budget forms are available <https://www.education.ne.gov/21stccclc/grant-competition/required-tables-forms/> in Excel format.

- (1) This form may be computer scanned, photocopied or reproduced, but must be in exactly the same format if it is reproduced.
- (2) Complete the top of the form by filling in the applicant name. It should be identical to the applicant name found in Box 1 of the "Cover Page."
- (3) The "21<sup>st</sup> CCLC Grant Budget Summary by Total Request" (NDE 34-016) form is a synopsis of major line items for all proposed expenditures for both requested grant funds and partner/local fiscal support. Indicate the amount budgeted for grant funds and partner/local fiscal support by object code in columns "B"-“F” for each of the five years listed in column "A."
- (4) Budget object codes (and definitions in large part) are taken from the [Program Budgeting, Accounting and Reporting System for Nebraska School Districts Users' Manual](#) (revised January 2026). See the manual for definitions of the budget line items. Applicants must use the budget line items provided in columns "B"-“F.” Applicants who use an accounting system with different budget object codes must provide a key to cross reference the grant application forms with the accounting codes actually used. This is especially helpful for grantees who use a computerized accounting system that is different from the state system.
- (5) Going across the columns, for each year of funding, calculate the sum of the Grant Funds Requested in Columns "B"-“F” and place that number in Column "G1—GFR." Calculate the sum of the partner/local fiscal support in Columns "B"-“F” and place that number in "G2—P/LS."
- (6) At the bottom of the form calculate the "Total Grant Funds" for each column of object codes "B"-“F,” and place that number in the appropriate boxes across the row. Calculate the sum of Column "G1" and write that number in the appropriate box (this figure should be identical to the figure that results when adding the Total Grant Funds amounts in Columns "B"-“F”.)
- (7) At the bottom of the form calculate the "Total Partner/Local Fiscal Support" for each column of object codes "B"-“F,” and place that number in the appropriate box. Calculate the sum of Column "G2" and write that number in the appropriate box (this figure should be identical to the figure that results when adding the Total Partner/Local Fiscal Support amount in Columns "B"-“F”.)
- (8) Grand Total—The final row of the form should be completed by calculating the grand total of each object code (columns "B"-“F”) by adding the total grant funds and total partner/local fiscal support for each object code. In the final box in column "G," add the Total Grant Funds (the total of column "G1") plus the Total Partner/Local Fiscal Support (the total of column "G2.") The resulting figure should represent the total grant funds requested plus the total partner/local fiscal support contributed for the entire four-year grant period.

### HELPFUL HINTS

- (1) The figures on the budget summaries must be rounded.
- (2) Place a "0" on each line item for which no grant funds or partner/local fiscal support is proposed.
- (3) For each major budget category (e.g., 100 - Salaries) provide the total grant funds and total partner/local fiscal support proposed per year of the four-year grant period.

