Intent to Apply Instructions
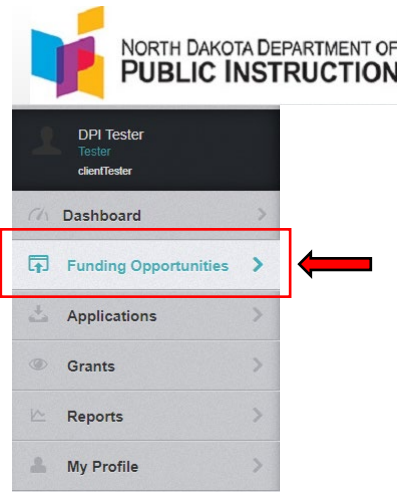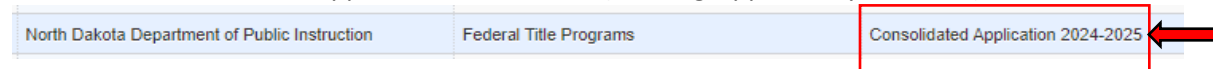
- Log in to WebGrants
- Click "Funding Opportunities"

- Select "Consolidated Application 2024-2025" (Funding Opportunity ID 46405)

- Click "Start New Application"

Application Creation Wizard – Step 1
- Enter an "Application Title"
  - NDDPI recommends the following naming convention:
    District Name, Fiscal Year (e.g., NDDPI, 2024-2025)
- Select a "Primary Contact" from the drop-down list of approved WebGrants users associated with your district
- Click "Save Form Information"

Application Creation Wizard – Step 2
- Select the "Organization" submitting this application
- Click "Save Form Information"

Application Creation Wizard – Step 3
- *Optional:* Select any "Additional Contacts" who will need to have access to the application from the drop-down list of approved WebGrants users associated with your district
- Click "Save Form Information"

- The application is saved in Editing status. You are now able to preview your application, ask a question to NDDPI, withdraw your application, or complete the Intent.
- Click on "Intent to Apply, Assurances, and Certifications 24-25" to begin completing the application.

Title I Section (All districts must complete this section)

Select Yes, No, or N/A from the dropdown to signify the district's intent regarding the acceptance of Title I funds.

- If selecting "Yes", complete all other fields in the Title I section (Title I authorized representative, position, date, email, and phone)
- If selecting "No", then no other fields need to be completed
- If this program area does not apply to your district, select "N/A"
- "Mark As Complete" must be checked before the Intent to Apply can be submitted
- Click "Save Form" and continue to scroll to finish completing the rest of the form

Schoolwide Comingling Section (If applicable)

If the district is not comingling, then this section does not need to be completed.

- Only approved Title I schoolwide programs have the option to comingle funds
- Districts that comingle funds are not eligible to transfer funds
- Large districts that must complete Title I Rank and Serve are not eligible to comingle
- Use the dropdown to select each program that will be comingled (combined) into one budget.
- Complete the Intent and Purpose narrative boxes for all applicable comingling programs (e.g., Title II and Title IV)
- "Mark As Complete" must be checked before the Intent to Apply can be submitted
- Click "Save Form" and continue to scroll to finish completing the rest of the form

Participation in Transfer Flexibility Section (If applicable)

The district must ensure that consultation with stakeholders occurred before making the decision to transfer. *If the district is not participating in the Transferability option, then this section does not need to be completed.*

- Click "Edit Form"
- Click "Save Form"
- Click "Add Row"
- Use the dropdown to select a program that you will transfer from
- Use the dropdown to select a program that you will transfer to
- Type in the estimated transfer amount (must wait until USED releases estimated allocations)
- Click "Yes" or "No" assuring consultation has occurred
- Click "Save Row" then continue to scroll to finish completing the rest of the form
- Repeat for each program transferring from
- "Mark As Complete" must be checked before the Intent to Apply can be submitted

Title II Section (All districts must complete this section)

Select Yes, Yes-Transfer, Yes-Comingle, No, or N/A from the dropdown to signify the district's intent regarding the acceptance of Title II funds.

- If selecting "Yes", the district signifies its intent to accept Title II funds. All other fields must be completed
- If selecting "Yes-Transfer", the district signifies its intent to transfer Title II funds and no other fields need to be completed
- If selecting "Yes-Comingle", the district signifies its intent to comingle Title II funds and no other fields need to be completed
- If selecting "No", then no other fields need to be completed
- If this program area does not apply to your district, then select N/A
- "Mark As Complete" must be checked before the Intent to Apply can be submitted
- Click "Save Form" and continue to scroll to finish completing the rest of the form

Title III Section (All districts must complete this section)

Select Yes or No from the dropdown to signify the district's intent regarding the acceptance of Title III funds.

- If selecting "Yes", the district signifies its intent to accept Title III funds; all other fields must be completed
- If selecting "No", then no other fields need to be completed
- "Mark As Complete" must be checked before the Intent to Apply can be submitted
- Click "Save Form" and continue to scroll to finish completing the rest of the form

Title IV Section (All districts must complete this section)

Select Yes or No from the dropdown to signify the district's intent regarding the acceptance of Title IV funds.

- If selecting "Yes", the district signifies its intent to accept Title IV funds; all other fields must be completed
- If selecting "Yes-Transfer", the district signifies its intent to transfer Title IV funds and no other fields need to be completed
- If selecting "Yes-Comingle", the district signifies its intent to comingle Title IV funds and no other fields need to be completed
- If selecting "No", then no other fields need to be completed
- If this program area does not apply to your district, then select N/A
- "Mark As Complete" must be checked before the Intent to Apply can be submitted.
- Click "Save Form" and continue to scroll to finish completing the rest of the form

Nonpublic School Equitable Services and Participating Nonpublic Schools Section (If applicable)

If the district has no participating nonpublic schools for equitable services, then this section does not need to be completed.

- Click "Edit Form"
- Click "Save Form"
- Click "Add Row"
- "Add Row" for each participating nonpublic school building, the grade span, and program participation selections
- "Mark As Complete" must be checked before the Intent to Apply can be submitted
- Click "Save Form"

- "Mark As Complete" must be checked before the Intent to Apply can be submitted

- Verify there is a green check mark for each section in the "Complete" column
- Click on "Submit Application" when you are ready to submit the Intent to Apply
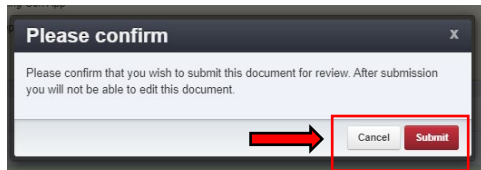
- A "Please confirm" window will pop up for you to verify you are ready to submit
- Click the red "Submit" button to submit your Intent to Apply
- If you are not ready to submit, click "Cancel" to go back to edit or submit later

- Once you have submitted the Intent to Apply, the status of the pre-application will be listed as "Submitted"