



North Dakota Department of Public Instruction

Kirsten Baesler, State Superintendent



21st Century Community Learning Centers

CONTINUATION APPLICATION – INSTRUCTIONS

Current grantees are required to submit the following documents on or before 4:00 pm CDT on **August 1, 2014** to receive funding for the 2014-2015 grant year:

1. Pages 1-7 of the application (SFN 53515) – Abstract is to be no more than one page in length.
2. Program Narrative – The narrative must contain the following:

Program Goals

- List goals as stated in the original application;
- List the activities used to achieve each goal;
- State the current progress towards meeting these goals;
- Describe any issues and/or barriers preventing the attainment of goals; and
- Describe the changes that will be made in the upcoming year to meet and/or maintain current level of program goal obtainment.

Program Changes

- Identify any sites that chose not to offer programming;
- Identify any key personnel changes;
- Identify any drastic change in the population being served; and
- Any other change that you feel is worth noting.

Sustainability Plan

- Include an updated sustainability plan

3. Budget Application – Page 5 of SFN 53515
4. Budget Narrative – The narrative must contain the following:
 - The basis for estimating the costs of salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs;
 - Any projected expenditures;
 - How the major cost items relate to the proposed activities;
 - The cost of evaluation; and
 - A detailed description, as applicable, explaining in-kind support or funding provided by partners in the project. Additional instructions are provided in SFN 53515.
5. A copy of the Board minutes (Fiscal Agent) identifying the authorized representative for the 21st Century Community Learning Centers grant for the 2014-2015 grant cycle.