



IOWA DEPARTMENT OF EDUCATION

Title VI Assessment Funds – IowaGrants Access Instructions

October 2016

Purpose

The purpose of this application is to determine intended use of Title VI Assessment Funds.

Requirements

District is required to indicate how they will spend Title VI Assessment Funds by selecting from categories of allowable use.

Instructions

- 1) Go to www.iowagrants.gov
- 2) If you are **not** registered with IowaGrants. Gov, click the “**New Users Register Here**” link and follow the instructions to obtain an Account Id.
- 3) If/when you are registered, click the “**Returning Users Sign in Here**” link and log in.
- 4) From the Main Menu screen, select “**Funding Opportunities.**”
- 5) Referencing the Opportunity Title column, scroll through the list until you find “**2016-17 Title VI Assessment Funds**” Click the application link.
- 6) Look through the information contained in the Opportunity Details section for the grant; then select the “**Start a New Application**” link located in the Opportunity Details bar.
- 7) Enter a Project Title (this title is used only for you to identify your application at a later date); then select “**Save**” at the top of the screen.
- 8) On the next screen, select the “**Go to Application Forms**” link to access the Contact Information and Title VI Use of Funds forms. After completing each form, mark the form complete. Once all forms are complete, click the “submit” link to submit the application.
- 9) If you do log out of the system, when you log back in (using the information in item 3-6 above), you will be taken directly to the Main Menu screen. This time, you will select the “**My Applications**” link. This screen will contain a list of various applications; simply select the link from the Project Title (the title you created in step 7) column that corresponds to your application.

Contacts

If you have questions about IowaGrants, please contact Meredith MacQuigg at meredith.macquigg@iowa.gov.