This document provides general directions for submission of the FY15 Support for Career and Technical Student Organizations grant application; it does not provide detailed instructions for each section of the application. Although the written directions will apply, please note that some of the screen shot examples may not be an exact match to your CTSO application.

A copy of this guidance document will be posted on the Iowa Department of Education website at https://www.educateiowa.gov/adult-career-and-community-college. Select Career and Technical Education from menu on right. Select Perkins and choose CTSO Grant from list.

**General Information**

- All individuals using the iowagrants.gov system must be registered. If you have questions regarding the registration process, please contact the DE consultant who works with your CTSO.
- When navigating within the iowagrants.gov site, use the navigation bar in the program itself, not the navigation bar for your web browser.
- **Designate one person** to create the application, regardless of whether multiple people will assist with the content. Once the application has been created, additional individuals can be tied to the application by the Program Officer (Pradeep Kotamraju at the Iowa Department of Education).
- All individuals tied to a given application have access to all portions of the application. If multiple people will be assisting with completing the various forms, make sure to clarify the role of each.

**Directions**

1) Follow the log in instructions for returning users at www.iowagrants.gov.

2) Select “Funding Opportunities” from the Main Menu. *Note: Once a new application has been started, it will be located within the “My Application” section.*
3) Select the appropriate FY15 application by selecting the blue link located under the “Opportunity Title” column.

4) Near the top of the Funding Opportunity description, you will see two options for beginning an application: “Copy Existing Application” or “Start a New Application”. **The most time efficient method is to Copy Existing Application; this guidance document will focus on this approach.** If you prefer to start an application from scratch, contact Pradeep Kotamraju, CTE Bureau Chief (pradeep.kotamraju@iowa.gov or 515-281-4716) for additional guidance.

5) Once “Copy Existing Application” is selected, a screen will appear which lists the applications previously submitted by the applicant. Select the FY14 CTSO application you wish to copy by checking the radio button located at the left side of the screen, then select “SAVE”. **Note: You will likely have only one FY14 CTSO application in your list. If there is more than one, make sure to select the one with “Submitted” as the status.**
6) Most forms in the newly created FY15 application will show a “last edited” date (the date you copied the previous application). These forms contain information imported from the selected FY14 application. Forms that do not have a last edited date have, by design, no imported data.

7) You will notice the project title (local application title) at the top of the page has been copied from the FY14 application. To update the project title, first select the General Information link from the Application Forms menu, then select “Edit”. While in the editing screen, also verify that the organization listed is accurate. Enter the updated information and select “Save”. Note: It is helpful to include the name of your organization and the fiscal year to the application title.

8) After saving, return to the Application Forms screen to begin work on the other forms comprising the application.
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9) Any information imported from the FY14 application should be updated as needed. There are two methods to access the data entry screens within the various forms comprising the application. The majority of sections can be accessed by selecting the “Edit” option, located in the navigation bar at the top of each page.

10) Some forms contain a multi-list section, such as the Action Plan entry areas on the Goal and Action Plans forms (shown below).

To edit information in a multi-list, select the link to the entry, which will be in the column furthest to the left. This will open the entry screen for the item. Once the information has been updated, select “Save”. If a new item is needed for the multi-list, select the “Add” option.

11) The “CTSO Supporting Documents Upload” form will contain documents that were provided in the previous year’s application. To upload an updated document, you will need to delete the existing version by selecting the trash can icon. Once the previous document is deleted, the new version can be uploaded by selected the link from the “Attachment” column.
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12) Once information for a form has been updated, select “Save” and “Mark as Complete”. Note: If no changes are needed on a form, the only step needed is to “Mark as Complete”.

13) Make sure to review each form completely to verify all imported information is still accurate. Also, there may be fields that were not included in the FY14 application. If so, these fields will be empty.

14) Within the Budget Summary form, the “State Allocation to Recipient” must be updated to reflect the FY15 allocated amount (a screen shot is provided on the next page). This information is provided via a link in the Budget Summary’s instruction section.

*Note: Beginning with the FY13 application, use of CTSO grant funds is no longer limited to coordination services.*

Consistent with federal guidelines, CTSO grant funds may not be used for the following:

- Lodging, feeding, conveying, or furnishing transportation to conventions or other forms of social assemblage
- Purchase of supplies, jackets, and other effects for students’ personal ownership
- Cost of non-instructional activities such as athletic, social, or recreational events
- Printing and disseminating non-instructional newsletters
- Purchase of awards for recognition of students, advisors, and other individuals
- Payment of membership dues

Instructions
To add Budget information, select “Edit” at the top of the screen.

NOTE: Part 3 dollars require a dollar-for-dollar match. The applicant may make a lesser matching commitment; however, this will also require a reduction in the allocated Part 3 dollars. Refer to the “Formula Match Allocation” section below for more information.

Each eligible Career and Technical Student Organization is allocated funds based on a formula prescribed by the Iowa Department of Education. The final CTSO allocations for FY15 are posted here.

All funds allocated within the funding period must be expended by June 30 of the fiscal year.

Once all budget information is completed, select the “Mark as Complete” link located on the State Allocation to Recipient bar below.

Allocation
Enter the CTSO’s Part 1 allocation from the summary provided by the Department.
Part 1 Perkins Allocation $0.00

Enter the CTSO’s Part 2 allocation from the summary provided by the Department.
Part 2 Perkins Allocation $0.00

Formula Match Allocation
The Part 3 allocation provided on the summary provided by the Department reflects the maximum qualifying amount. The applicant may enter a lesser amount. Doing so will reduce the required dollar-for-dollar non-Perkins match and the anticipated award total.

Enter the CTSO’s Part 3 allocation from the summary provided by the Department.
Part 3 Perkins Allocation $0.00

List the planned source(s) of non-Perkins funds that will be used to match the CTSO’s Part 2 Perkins allocation.

The amount entered will require a dollar-for-dollar match from non-Perkins funds (e.g., CTSO members and state-level CTSO sponsors).
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15) Once all edits and/or new information has been entered into a form, make sure to select the “Mark as Complete” link (see item 10). Note: Even though a form has been marked as complete, it can continue to be edited until the application is submitted.

16) The status of each form will be summarized on the Application Forms list within the “Complete?” column. When all forms have been marked as complete, the application is ready for submission. To submit the application, select the “Submit” link.

17) Once all steps of the submission process have been completed, the person submitting the application will receive a system-generated notification stating the application has been successfully submitted. The notification message, as well as other correspondence generated via iowagrants.gov will come from the dullestech.com domain. Please make sure your email system is set to allow these messages to be delivered.

If you have questions regarding the FY15 Support for Career and Technical Student Organizations grant application forms, contact Pradeep Kotamraju, CTE Bureau Chief (pradeep.kotamraju@iowa.gov or 515-281-4716) or the Department CTE Consultant assigned to assist your CTSO for additional guidance.