



IOWA DEPARTMENT OF EDUCATION

Early Literacy Implementation – IowaGrants Access Instructions

Fall 2016

Purpose

The purpose of this application is to determine how districts used last year's Progression of Early Learner funds and how they intend to use this year's allocation.

Requirements

District is required to provide a brief application and assurance that all funds provided through this grant process will be used exclusively for the implementation of Iowa Code section 279.68.

Instructions

- 1) Go to www.iowagrants.gov
- 2) If you are **not** registered with IowaGrants, 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 "**Early Literacy Implementation Grant**." 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.
- 9) The Application screen will contain a list of links to the six forms (pages) comprising the Early Literacy Implementation grant application. Work through each of the six forms by selecting the link for the form name.
- 10) 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 additional questions please contact Meredith MacQuigg at meredith.macquigg@iowa.gov.