

## Grantees' Procedures for Completing Forms (Generalized)

- Know the appropriate grant name (SAC or CCLC).
- Know the appropriate cohort number assigned to your grant (cohort 8, 9, or 10).
- Under the “DESE Procedures and Report Forms” locate the appropriate grant form name – each document is provided in PDF and Word format.
- PDF files have been provided and are highly recommended for use. The PDF documents will allow you to type directly in the form. Be sure to save the form to your computer.
  - If you are not able to use the PDF fill-in forms, you may use the Word documents. When using the Word documents, you must not alter the format design/layout. You will have to print the form off and then complete the information within the spaces provided. It is permissible to write on the forms as long as it is in print and legible.
  - The DESE uses Microsoft Windows and Internet Explorer. The forms may look different for those using other programs/devices such as Chrome, Apple, etc.
- Follow instructions provided on each form and specified due dates.
- If more space is needed in a particular section, complete additional information on another copy of that page and mark it as “continued”.
- Verify the information you have provided is correct.
- Double check all math to avoid delays!
- Obtain all required signatures.
- Submit to DESE office per the submission instructions on each form.

For more detailed policies regarding each specific form, select the desired form policy document located under the “Procedures and Report Forms” section of the DESE Afterschool Portal.

Revised 9/2018