

Alabama 21st Century Community Learning Centers



**CBO Continuation Application
Instructional Guidelines
FY 2010 – 2011**

The Basics

- ❑ Grantees completing their first (1st) or second (2nd) year will need to submit a *Continuation Application*.
- ❑ Grantees approaching the end of their third (3rd) year, and wishing to receive additional funding must complete a *New Grant Application* – as opposed to a *Continuation Application*.

The Basics

(continued)

- The *Continuation Application* deadline is **Wednesday, June 30, 2010 5:00 p.m.**
- It must be postmarked by this date. No hand deliveries will be accepted.***
- Though the *Continuation Application* is much abbreviated, CBOs must remember to follow their organization's same system of checks and balances for the approval process.
- Therefore, timeliness and diligence throughout the process must be observed.
- Applications received past the due date and time will not be honored.

The Application

- The major focus of the 2010 – 2011 *Continuation Application* is to address any type of expected or anticipated substantive change that is planned and will occur since the submission of your application for the 2009 – 2010 school year.
- Is the CBO remaining true to the original intent of the initial Grant Proposal?
- The CBO must address the initial *Needs Assessment* to ascertain if its constituency has changed; and if so, how has the CBO accommodated the difference?
- Do not leave anything unaddressed on the *Needs Assessment* form.

The Application

(continued)

- The CBO must review each component of the original Grant Application to ensure that any type of change which has occurred is addressed. The discourse must also concentrate on all anticipated or expected changes.
- This information must be provided in a two page narrative *Program Update*.
- A thorough, complete, and updated Budget must be completed for the upcoming year.
- Both of the above items must be addressed and included in the two page narrative required for the *Continuation Application*.

Required Documents

- Completed Cover Form
- Completed Needs Assessment Form
- Two page narrative, described on the previous slide
- Updated Budget/Expenditure Detail Form
- Updated Field Trip Log
- Inventory List
- Staff Summary

- Please address any questions to –

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