

State Priority Application Guidelines

- All projects will be submitted through ADEConnect in the grants management system. The link is found on the upper right hand corner of the ADE homepage at www.azed.gov.
- Completing the CTE State Priority Grant Application Checklist will communicate feedback to the LEA on information to include in each area of the application and revisions that will need to be made prior to approval.
- Use the **Address Book** in the grant system to identify LEA Assigned Roles.
- **Sections Page-** Displays all of the related pages of the funding application.
- **Sections-Status-** Displays the current status and next possible status.
- All funding applications must go through all status changes above to receive final approval. Two levels at the district and two levels at the state. *Draft Completed does not send the application to ADE. The LEA Business Manager and LEA Authorized Representative must approve first.
- **Not Approved- is used instead of “rejected”.**
- State Priority grant application must be submitted by June 15, 2016 using 60% of the FY2016 allocation.
- Budget pages must provide information in the narrative descriptions of the Budget Details page
- Refer to specifics on application checklist
- Supplies can be listed as “Instructional Supplies for Approved CTE Programs”.
- Capital outlay must include description, program and site.
- Starting August 17, 2015, the district will amend the application based on the FY15 final state funding allocation.
- All FY2016 State Priority grants must have final approval by October 1, 2015 to receive funding for FY2016.