



How to Apply to the Comprehensive Literacy State Development Grant

Question: Does your program have an ADE entity ID#/CTDS#, ever received funds from ADE, and Grants Management role in ADEConnect?

Districts and Charter schools, If the answer is NO, do the following...

- Contact **School Finance** to confirm or set-up of an ADE entity admin, CTDS and ID number – 602-542-5695
- Contact ADEConnect to gain access to the **portal** as the Entity Administrator – 602-542-7378
- Entity Administrator creates new user in ADEConnect. New user clicks on Grants Management link to create an account in GME. Contact **GME** for questions – 602-542-3901
- Entity administrator refers to **shorturl.at/uFHR0** and contact Grants Management – 602-542-8700

If you are UNSURE, do the following...

- Contact **School Finance** to confirm or set-up of an ADE entity admin, CTDS and ID number - 602-542-5695

If the answer is YES, do the following...

- Follow the steps for having access below

** After receiving access to ADE connect and GME, please follow all the steps in the If you do have access section.*

** If unable to access ADEConnect, contact your organizations' Entity Administrator or ADESupport – 602-542-7373*

** Consortiums who need additional support, contact Grants Management – 602-542-3901*

Non-Public Organizations, Lead Fiscal Agents, Head Start and Child Care Centers, If the answer is NO, do the following...

- Contact **Health and Nutrition** to confirm or set-up of an ADE entity admin, CTDS and ID number – 602-542-8700
- Contact ADEConnect to gain access to the **portal** as the Entity Administrator – 602-542-7378
- Entity Administrator creates new user in ADEConnect. New user clicks on Grants Management link to create an account in GME. Contact **GME** for questions – 602-542-3901
- Entity administrator refers to **shorturl.at/uFHR0** and contact Grants Management – 602-542-8700

If you are UNSURE, do the following...

- Contact **Health and Nutrition** to confirm or set-up of an ADE entity admin, CTDS and ID number – 602-542-8700

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** After receiving access to ADE connect and GME, please follow all the steps in the If you do have access section.*

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** Lead Fiscal Agents who need additional support, contact Grants Management – 602-542-3901*

If you do have access

- Go to the [ADE website](#)
 1. Click on ADE Connect
 2. Enter your ADE Connect Username and Password
 3. Select **Grants Management** from ADE Connect Application Menu
 4. Once on the Grants Management Home Page click on search
 5. Click Funding Application
 6. Click on Fiscal Year 2021
 7. Click on the [**Comprehensive Literacy State Development Grant \(CLSD\)**](#)
 8. Click **Search**
 9. Click on your organization name
 10. Start Application