New entities (first time applicants only) who have never received funding from ADE

The below guidance is a resource for first time applicants that intend to apply to the CLSD grant through ADE Grants Management Office

Districts and Charter schools

➢ *Contact **School Finance** to confirm or set-up of an ADE entity admin, CTDS and entity 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*
➢ *Contact Grants Management with the below steps – 602-542-3901*

1. *Apply for a Data Universal (DUNS) number*
   https://fedgov.dnb.com/webform/

2. *Submit a completed W9 form*
   https://www.azed.gov/grants-management/gsa
3. *Be prepared to submit a completed General Statement of Assurance (GSA)*

Non-Public Organizations/Consortiums, Head Start and Child Care Centers

➢ *Contact **Health and Nutrition** to confirm or set-up of an ADE entity 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*
➢ *Contact Grants Management with the below steps – 602-542-3901*

4. *Apply for a Data Universal (DUNS) number*
   https://fedgov.dnb.com/webform/

5. *Submit a completed W9 form*
   https://www.azed.gov/grants-management/gsa
6. *Be prepared to submit a completed General Statement of Assurance (GSA)*