Instructions for Completing
Subgrant Application

1. Name: Name of entity applying for the subgrant
2. Date: Date of application
3. Address 1 and 2: Mailing address
4. UEI #: A unique alpha-numeric identifier, issued by the federal government, assigned to an entity
5. DEPT ID: Applicable to State Entities only and reflects their assigned Department identifier
6. Amount of Funding Requested: Total amount of funds requested
7. Total Cost of Project: Total cost of the project
8. Coordinator's Name: Name of the person responsible for the management of the subgrant within the organization
9. Email: Coordinator's email address
10. Telephone: Coordinator's telephone number
11. Proposed Subgrant Project Title: Provide a name for the subgrant which relates to its goals outlined in the application
12. For FSF users, indicate department number under which funds should be loaded: Provide your department number (accounting code)
13. Description of the Project: Provide a brief overview of the project
14. Objective and Goals: Describe in detail how the funds will strengthen the organization, make improvements, achieve success, and meet goals
15. Specific Activities: List activities planned to reach goals and objectives
16. Signature of Chief of School Officer/Agency Head: This should be the Superintendent, Chief, Director, or Head of the organization, please include printed name and date signed
17. Signature of Business Manager: Signature of the organization's Business Manager or Fiscal Manager, please include printed name and date signed

Note: This form is being provided as a guide. If a workgroup needs more information, they may create their own form as long as they request enough information to complete the sub-grant award notice. Also, keep in mind that the application should provide enough information to show how the sub-grantee intends to meet the specific goals of the federal grant.

3/29/22