**Section 267.30 Application Procedure**

For purposes of this Part, the terms "proposal" and "application" have the same meaning.

a) When State funding is available for grants under this Part, the State Superintendent shall issue a Request for Proposals (RFP) to solicit applications from eligible entities.

b) The RFP shall describe the format that applicants will be required to follow and the information they will be required to submit, including identification of the specific schools that will be served throughout the grant period.

c) The RFP shall indicate the amount or expected amount of the appropriation for the program. The RFP shall identify any restrictions or areas of high priority that have been established for a particular Program year.

d) The RFP shall include and require completion of a budget summary and payment schedule, as well as a narrative budget breakdown that includes a detailed explanation of each line item of expenditure.

e) The RFP shall identify:

1) the information recipients will be required to collect and to report regarding:

A) the activities conducted with grant funds; and

B) the results of those activities; and

2) the timelines for reporting.

f) The RFP shall include certifications and assurances that the State Superintendent will require.

g) The RFP shall specify the deadline for submission of proposals, which shall provide potential applicants with at least 45 days to respond.

h) Incomplete proposals will not be considered.

i) Subject to appropriations for the Program, applicants seeking continued funding under the Program beyond the initial grant period must submit an annual application under this Section.