Instructions to gain access to the ADE Grants Management Funding Application Page

A **new entity** (first time applicants only) who wishes to apply for a grant through the Arizona Department of Education (ADE) Grants Management Office ("Grants Management") should do the following:

1. Apply for a CTDS (County, Type, District, and School) number online.
2. Submit the completed General Statement of Assurance ("GSA") to Grants Management.
   http://www.azed.gov/grants-management/gsa/
   The GSA requires both A DUNS number http://fedgov.dnb.com/webform
   And confirmation through https://www.sam.gov/portal/SAM/#1.

You cannot submit your GSA until you have a CTDS number from School Finance.

3. Submit you W-9 which include your federal tax ID to Grants Management.

How to apply for a CTDS number online.

- To apply for a CTDS number, go to the ADE's **School Finance website** and download and complete the **Entity Profile Form**. (The form is accepted by e-mail only.)
  www.azed.gov/finance/files/2011/11/entityprofileform.pdf

  http://www.azed.gov/finance/entity-profile-form-instructions/

- Follow the directions from the Entity Profile Form webpage (2nd link above).

- **If you are a new entity, please use CTDS# 00-00-00-001 when completing the form and select "School Finance "as your LEA Account Analyst.**
  If questions or problems arise while filling out the form, please call School Finance at (602) 542-5695.

How to submit the completed FY 2016 GSA to Grants Management

www.azed.gov/grants-management/gsa/

Read instructions carefully.

How to submit a W-9 Form to Grants Management.

- The AZ W-9 form is used to generate your payment from ADE.
- Note: AZ W-9 Form and Instructions can be found from the GAO Vendor Account Setup
  https://gao.az.gov/sites/default/files/GAO-W-9_072815-S%26S%26A.pdf