

# Funding Application Overview



LEA/External Users



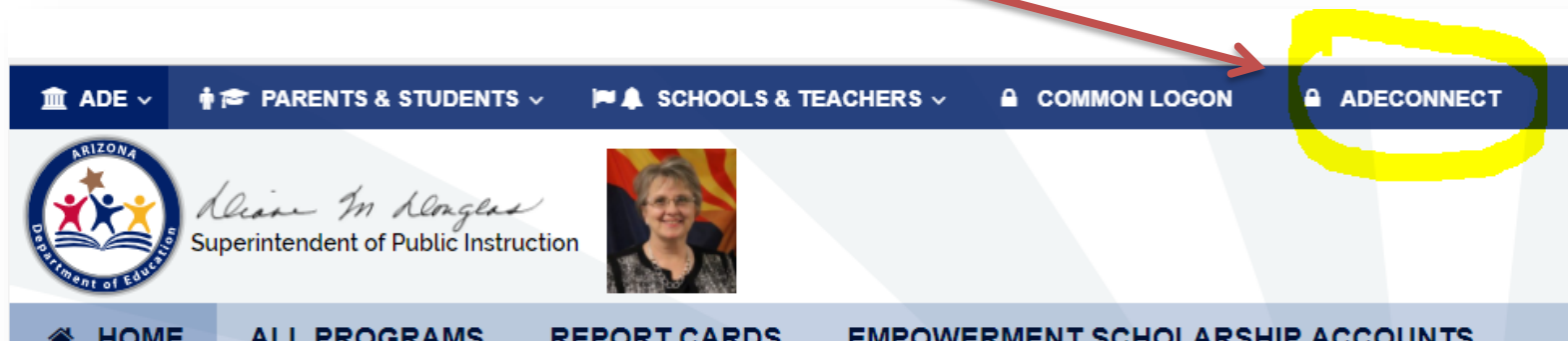
# What is covered in this overview?



# *Navigation Basics*

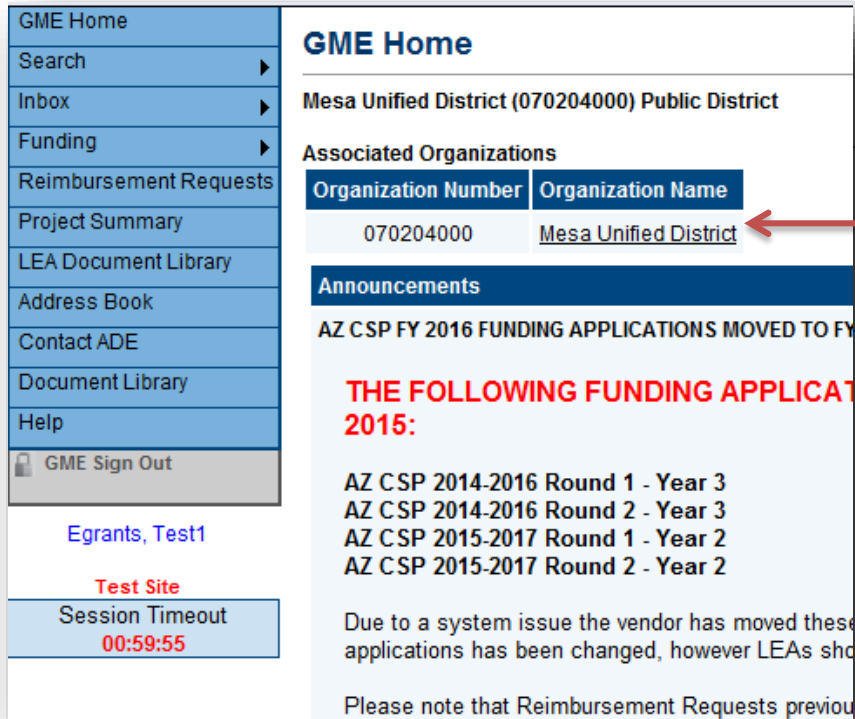
# Accessing the Grants Management System

- To access the Grants Management System users must first log into the [ADEConnect](http://www.azed.gov/) portal found at <http://www.azed.gov/>



- If unable to access [ADEConnect](http://www.azed.gov/), contact your organization's [Entity Administrator](#) or [ADESupport](#) at 602.542.7378

# Accessing Your Organization



The screenshot shows the GME Home dashboard. On the left is a navigation menu with links: GME Home, Search, Inbox, Funding, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. Below the menu are links for Egrants, Test1, Test Site, and a Session Timeout timer showing 00:59:55. The main content area is titled 'GME Home' and displays 'Mesa Unified District (070204000) Public District'. Under 'Associated Organizations', there is a table with two columns: 'Organization Number' and 'Organization Name'. The first row shows '070204000' and 'Mesa Unified District'. Below this is an 'Announcements' section with a heading 'AZ CSP FY 2016 FUNDING APPLICATIONS MOVED TO FY 2015:' followed by a list of funding rounds: 'AZ CSP 2014-2016 Round 1 - Year 3', 'AZ CSP 2014-2016 Round 2 - Year 3', 'AZ CSP 2015-2017 Round 1 - Year 2', and 'AZ CSP 2015-2017 Round 2 - Year 2'. A note mentions a system issue with vendor applications and another note mentions reimbursement requests.

Organization Number	Organization Name
070204000	Mesa Unified District

After logging in, click on the Organization name

If unable to access, contact your organization's assigned **LEA User Access Administrator**

# Navigation Menu

Left menu allows for quick navigation between GME components

Hover mouse over menu items to view sub-menus

The screenshot displays the GME Home interface. On the left, a vertical navigation menu is highlighted with a red border. A red arrow points from the text 'Hover mouse over menu items to view sub-menus' to the 'Funding' item in this menu. The menu items are: GME Home, Administer, Search, Inbox, Funding, Reimbursement Requests, LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. The 'Funding' item is expanded, showing a sub-menu with the following items: Funding Applications, Sections, Budget Summary, and Last Page Visited. The main content area on the right is titled 'GME Home' and includes the following information: 'Mesa Unified District (070204000) Public District - FY 2016', 'Associated Organizations' (with a table showing 'Mesa Unified District' under 'Organization Name'), 'FY 2015 Completion Reports will be available Thursday, July 2nd.', and a reminder: 'Reminder - Funding Applications must be in Director Approved status in order to initiate Completion Report.' At the bottom of the page, there is a 'Test Site' label and a 'Session Timeout' timer showing '00:56:29'.

**GME Home**

Mesa Unified District (070204000) Public District - FY 2016

**Associated Organizations**

Organization Name
Mesa Unified District

**Funding Applications**

**Sections**

**Budget Summary**

**Last Page Visited**

REPORTS AVAILABLE THURSDAY, JULY 2ND 2015

**FY 2015 Completion Reports will be available Thursday, July 2nd.**

Completion Reports are initiated by changing application status to "CR Draft Started" on the Sections page of the Funding Application.

**Reminder - Funding Applications must be in Director Approved status in order to initiate Completion Report.**

Egrants, Test3

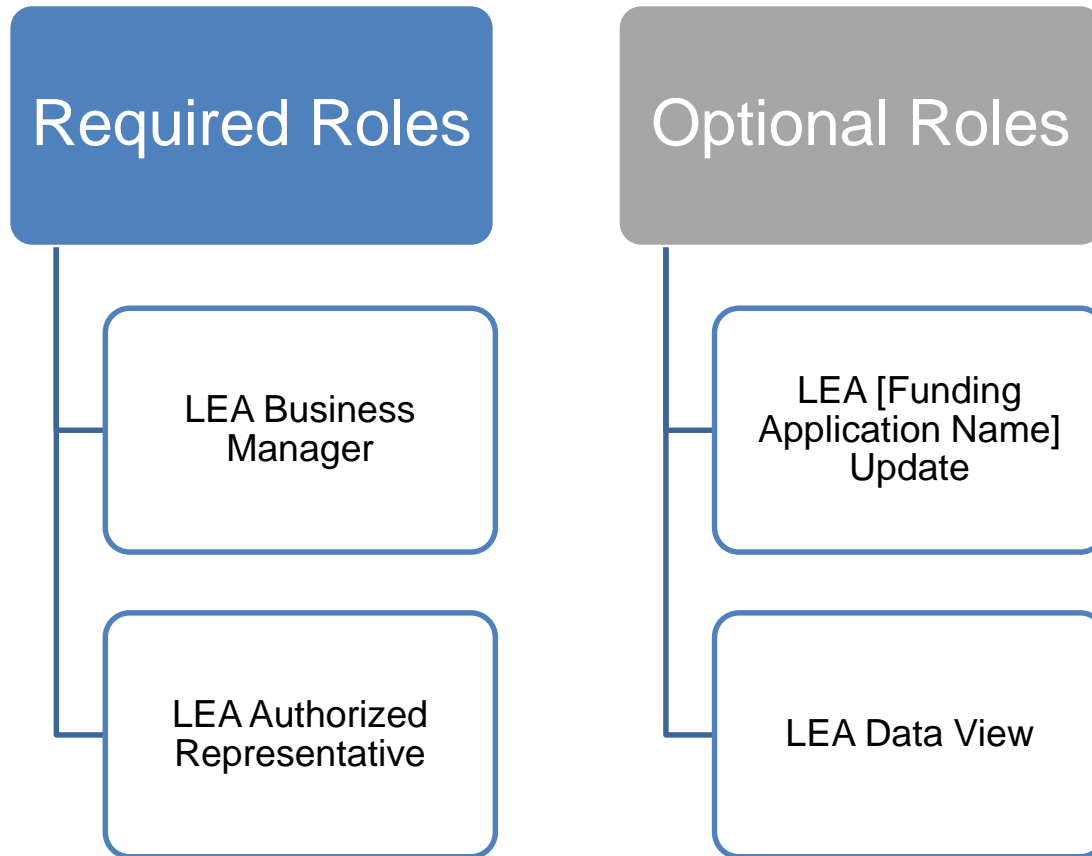
Test Site

Session Timeout

00:56:29

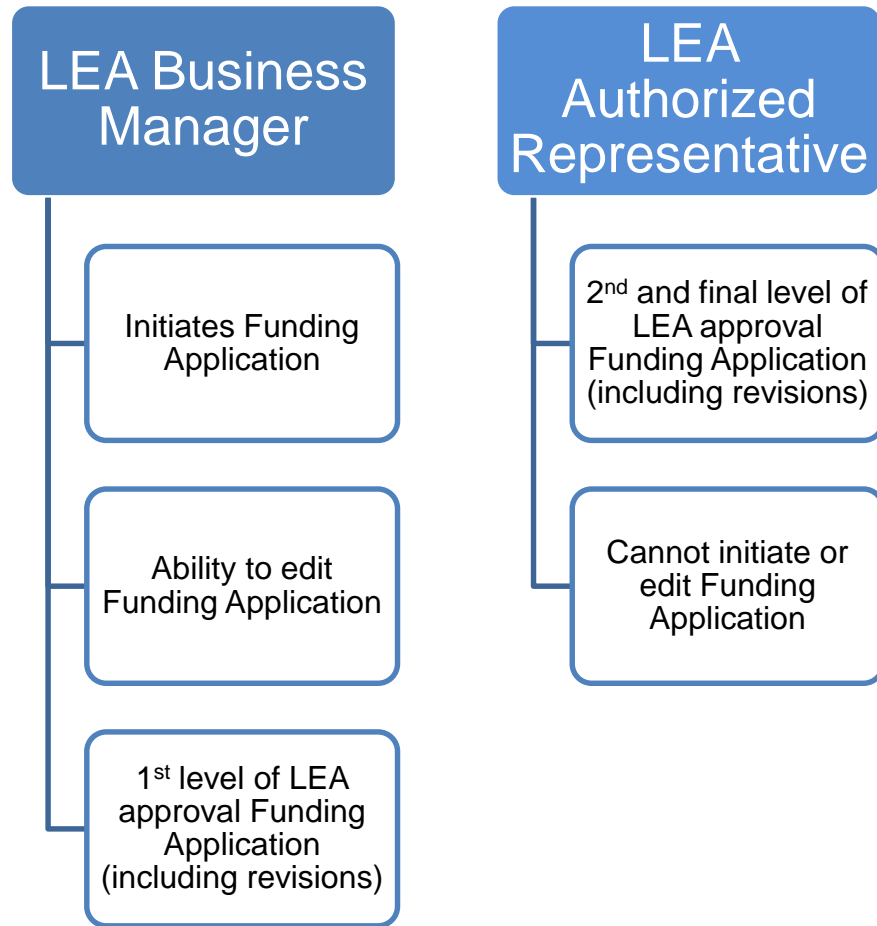
# ***GME User Role Requirements***

# User Role Requirements – Funding Applications

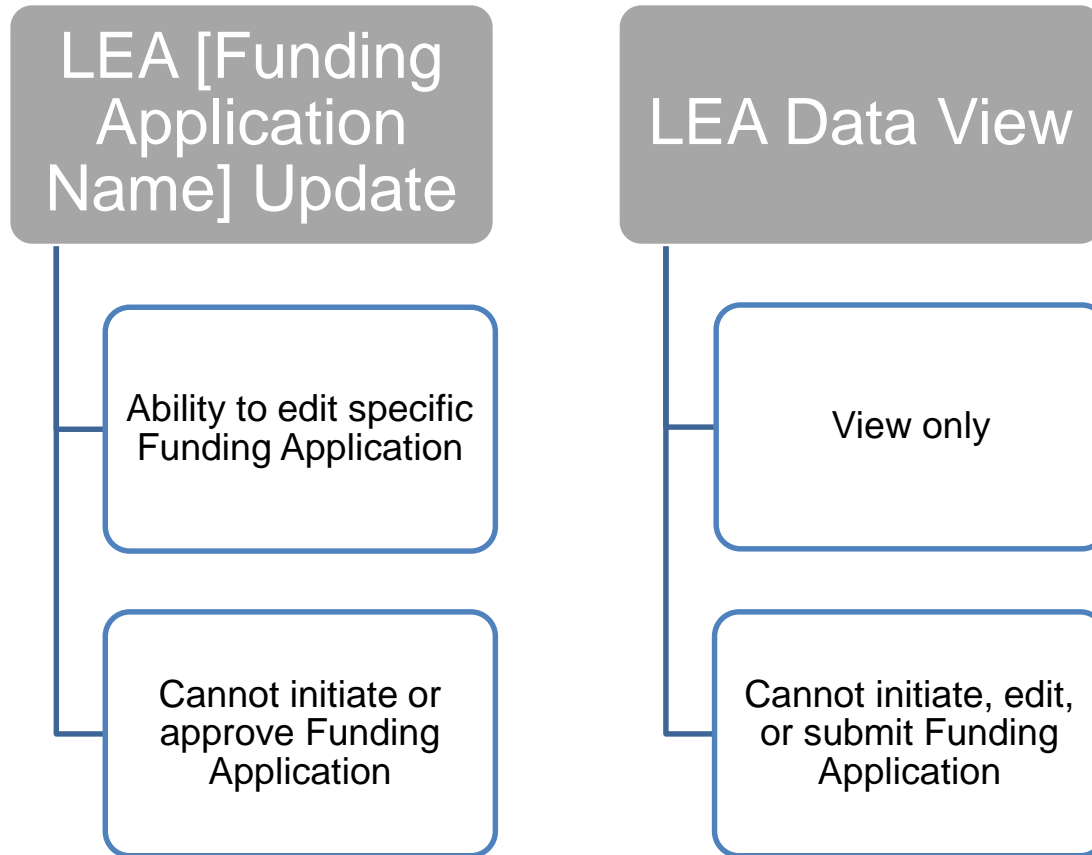




# Required User Role



# Optional User Role



# *Organization Funding Applications Page*

# Finding Your Funding Applications

## Funding Applications

Mesa Unified District (070204000) Public District - FY 2016

2016 ▼

All Active Applications ▼

### Entitlement Funding Application

[21st Century Community Learning Centers Cont-Yr4](#)

[CTE Federal Perkins](#)

[CTE State Priority](#)

[School Safety Program](#)

### Competitive Funding Application

[21st Century Community Learning Centers Cycle 13 – New](#)

[American Indian Student Needs](#)

[Arizona MSP Mini Grants](#)

[Character Education Matching Grant](#)

[Fresh Fruit and Vegetable Program - Period 2](#)

[Fresh Fruit and Vegetable Program - Period 1](#)

[IDEA - Charter School Expansion Act](#)

[IDEA - Emergency](#)

[IDEA - High Cost Child](#)

- Choose the correct fiscal year and application status

Filter Applications by

All Active Applications

All Approved Applications

Last Approved Applications

# Funding Applications Page Components

## Entitlement

Allocation at  
time of  
application

## Competitive

No allocation at  
time of application

### Funding Applications

Mesa Unified District (070204000) Public District - FY 2016

2016 ▾ All Active Applications ▾

Entitlement Funding Application	Revision	Status	Status Date
<a href="#">21st Century Community Learning Centers Cont-Yr4</a>	0	LEA Authorized Representative Approved	6/17/2015
<a href="#">CTE Federal Perkins</a>	0	SEA CTE Federal Perkins Program Specialist Returned Not Approved	6/25/2015
Competitive Funding Application	Revision	Status	Status Date
<a href="#">21st Century Community Learning Centers Cycle 13 – New</a>	0	LEA Authorized Representative Approved	5/4/2015
<a href="#">American Indian Student Needs</a>	0	Not Started	7/5/2015
<a href="#">Arizona MSP Mini Grants</a>	0	Not Started	7/5/2015

# Funding Applications Page Components

Revision  
Revision 0 =  
original  
application

## Funding Applications

Mesa Unified District (070204000) Public District - FY 2016

2016 ▼ All Active Applications ▼

Entitlement Funding Application	Revision	Status	Status Date
<a href="#">21st Century Community Learning Centers Cont-Yr4</a>	0	LEA Authorized Representative Approved	6/17/2015
<a href="#">CTE Federal Perkins</a>	0	SEA CTE Federal Perkins Program Specialist Returned Not Approved	6/25/2015
Competitive Funding Application	Revision	Status	Status Date
<a href="#">21st Century Community Learning Centers Cycle 13 – New</a>	0	LEA Authorized Representative Approved	5/4/2015
<a href="#">American Indian Student Needs</a>	0	Not Started	7/5/2015
<a href="#">Arizona MSP Mini Grants</a>	0	Not Started	7/5/2015

# Funding Applications Page Components

## Status

Current application status.  
LEA = Local Education Agency  
SEA = State Education Agency

## Status Date

Date of last status change

## Funding Applications

Mesa Unified District (070204000) Public District - FY 2016

2016 ▼ All Active Applications ▼

Entitlement Funding Application	Revision	Status	Status Date
<a href="#">21st Century Community Learning Centers Cont-Yr4</a>	0	LEA Authorized Representative Approved	6/17/2015
<a href="#">CTE Federal Perkins</a>	0	SEA CTE Federal Perkins Program Specialist Returned Not Approved	6/25/2015
Competitive Funding Application	Revision	Status	Status Date
<a href="#">21st Century Community Learning Centers Cycle 13 – New</a>	0	LEA Authorized Representative Approved	5/4/2015
<a href="#">American Indian Student Needs</a>	0	Not Started	7/5/2015
<a href="#">Arizona MSP Mini Grants</a>	0	Not Started	7/5/2015

# Accessing a Funding Application

**GME Home**  
Administer ▶  
Search ▶  
Inbox ▶  
Funding ▶  
Reimbursement Requests  
LEA Document Library  
Address Book  
Contact ADE  
Document Library  
Help  
GME Sign Out

**Funding Applications**  
Mesa Unified District (070204000) Public District - FY 2016  
2016 ▼ All Active Applications ▼

**Entitlement Funding Application**  
[21st Century Community Learning Centers Cont-Yr4](#)  
[CTE Federal Perkins](#)  
[CTE State Priority](#) ←  
[IDEA - Preschool Grant](#)  
[School Safety Program](#)

**Competitive Funding Application**  
[21st Century Community Learning Centers Cycle 13 – New](#)  
[American Indian Student Needs](#)  
[Arizona MSP Mini Grants](#)

Egrants, Test3  
**Test Site**  
Session Timeout  
00:39:25

Click on **Funding Application** name to access application

If **Public Access** rather than the user name is displayed, user is not actively signed into GME

GME Home  
Search ▶  
Contact ADE  
Document Library  
Help  
GME Sign-In  
**Public Access**  
Production



# ***Funding Applications Sections***

# Sections Page

**Sections**

Mesa Unified District (070204000) Public District - FY 2016 - CTE State Priority - Rev 0

Application Status: SEA CTE State Priority Director Approved

Change Status To: [Revision Started](#)  
or  
[CR Draft Started](#)

**Description** ( [View Sections Only](#) [View All Pages](#) )

- All
- ☐ History Log
  - [History Log](#)
  - [Create Comment](#)
- ☐ Allocations
  - [Allocations](#)
- ☐ CTE State Priority
  - [Budget](#)
  - [Budget Overview](#)
  - [Program Details](#)
  - [Related Documents](#)
- ☐ Contacts

**Validation** **Print**

<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Print</a>
	<a href="#">Print</a>
	<a href="#">Print</a>
	<a href="#">Print</a>
<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Print</a>
	<a href="#">Print</a>
<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Print</a>

**Sections Page**

Displays current status & status change options

Launches user to pages within Funding Application

Provides access to Validation Messages

# Initiating a Funding Application

Click status link to change Application Status to [Draft Started](#) or [Revision Started](#)

## Sections

Mesa Unified District (070204000) Public District - FY 2016 - IDEA - B

Application Status: Not Started

Change Status To: [Draft Started](#)

## Sections

Mesa Unified District (070204000) Public District - FY 2016 - IDEA - B

Application Status: SEA IDEA - Basic Director Approved

Change Status To: [Revision Started](#)

or

[CR Draft Started](#)

# District vs Site-Based Funding Applications

## Sections

Arizona Department of Education (000111000) Public

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View ADE History Log](#)

[View Change Log](#)

Description ( [View Sections Only](#) [View All Pages](#) )

All



History Log

[History Log](#)

[Create Comment](#)



Allocations

[Allocations](#)



Contacts

[Contacts](#)



IDEA - Emergency

[Budget](#)

[Budget Overview](#)

[Program Details](#)

[Related Documents](#)

## DISTRICT APPLICATION

Click on individual links on **Sections** page

Edit/update one of each page per application

# District vs Site-Based Funding Applications

## SITE-BASED APPLICATION

**Sections**

Arizona Department of Education (000111000) Public

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View ADE History Log](#)  
[View Change Log](#)

**Description ( View Sections Only View All Pages )**

All

☐ History Log

[History Log](#)  
[Create Comment](#)

☐ Allocations

[Allocations](#)

☐ Contacts

[Contacts](#)

☐ SIG Cohort 3 Year 3

District Level

District Level

Aba Macau High School (070260736)

**Add Grant Application**

Choose  
**Add Grant Application**  
from drop-down

Select each  
site/school from  
list; click **Save**

Edit/update one  
of each page for  
**EACH** site

**Sections**

Arizona Department of Education (000111000) Public

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View ADE History Log](#)  
[View Change Log](#)

**Description ( View Sections Only View All Pages )**

All

☐ History Log

[History Log](#)  
[Create Comment](#)

☐ Allocations

[Allocations](#)

☐ Contacts

[Contacts](#)

☐ SIG Cohort 3 Year 3

ADE Middle School (000111111)

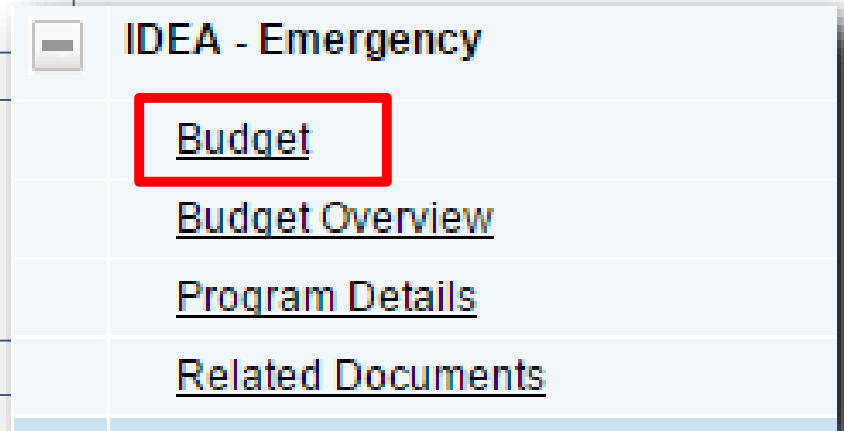
[Budget](#)  
[Budget Overview](#)  
[Program Details](#)  
[SIG Cohort 3 Year 3 School Allocations](#)  
[Related Documents](#)

# Completing the Funding Application

Each application will include several standard **Sections** or pages

All **Sections** or pages must be completed to submit the Funding Application

The **Budget** page is the first standard page to be completed



# Budget Page

Choose Function Code or  
Object Code budget view

Click [Modify](#) to access **Budget  
Detail** page

## Budget

Arizona Department of Education (000111000) Public District - FY 2017 -

Save And Go To ►

☐ By checking this box the LEA is waiving allocation for this grant and ac

### Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

### Budget By Object Codes

	Function Code
<a href="#">Modify</a>	1000 - Instruction
<a href="#">Modify</a>	2100,2200,2600,2700 - Support Services (Students
<a href="#">Modify</a>	2300,2400,2500,2900 - Support Services (General
<a href="#">Modify</a>	3000 - Operation of Non-Instructional Services
<a href="#">Modify</a>	0000 - Other

# Completing the Budget Detail Page

Click on [Add Item](#) to create new budget line item

## Budget Detail

Arizona Department of Education (000111000) Public District - FY 2017 - IDEA - Az-Tech - Rev 0 - IDEA - Az-Tech

Save

Save and Return

### Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

1000 - Instruction



[Add Item](#)

Total for 10



# Completing the Budget Detail Page

Select **Function** or **Object Code**, depending on Budget View, from drop-down menu

1000 - Instruction

Add Item

Function Code	Object Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item
1000 - Instruction	<div>6100 - Salaries 6200 - Employee Benefits 6300 - Purchased Professional Services 6400 - Services 6500 - Other Purchased Services 6600 - Supplies 6732 - Supplies (Under \$5,000) 6734 - Supplies (Under \$5,000) 6735 - Supplies (Under \$5,000) 6737 - Supplies (Under \$5,000) 6738 - Supplies (Under \$5,000) 6800 - Other Expenses</div>		1	\$0.00	

Remove

Complete **Quantity**, **Cost**, and **Narrative Description**

# Completing the Program Details Page

On the **Sections** page click on **Program Details** link

## Sections

Arizona Department of Education (000111000) Public District - FY 2017 - IDEA - Emergency - Rev 0

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View ADE History Log](#)

[View Change Log](#)

Description ( [View Sections Only](#) [View All Pages](#) )

All



History Log

[History Log](#)

[Create Comment](#)



Allocations

[Allocations](#)



Contacts

[Contacts](#)



IDEA - Emergency

[Budget](#)

[Budget Overview](#)

[Program Details](#)

[Related Documents](#)

# Completing the Program Details Page

Complete all supplemental information, using “N/A” or “0” for non-applicable fields

1. Please indicate the name of the site(s) the classroom(s) will be placed.

ABC Elementary School, XYZ Middle School

Check Spelling

42 characters

After completing, hover over “Quick Return” **Save and Go To** menu and return to **Sections** page

**Program Details**

Arizona Department of Education (000111000) Public District - FY 2017 - FTF - V

**Save And Go To** ▶

- Current Page
- Next Page
- Previous Page
- Sections**
- History Log
- Allocations
- Contacts
- FTF - White Mountain Apache Startup
- Substantially Approved Dates
- FTF - White Mountain Apache Startup Checklist

**FFATA**

1. Please check to confirm

☐ I Confirm

2. Please check to confirm

☐ I Confirm

**POP (Primary Place of)**

# Completing the Related Documents Page

On the **Sections** page click on [Related Documents](#) link

## Sections

Arizona Department of Education (000111000) Public District - FY 2017 - IDEA - Emergency - Rev 0

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View ADE History Log](#)

[View Change Log](#)

Description ( [View Sections Only](#) [View All Pages](#) )

All	
<input type="checkbox"/>	History Log
	<a href="#">History Log</a>
	<a href="#">Create Comment</a>
<input type="checkbox"/>	Allocations
	<a href="#">Allocations</a>
<input type="checkbox"/>	Contacts
	<a href="#">Contacts</a>
<input type="checkbox"/>	IDEA - Emergency
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">Program Details</a>
	<a href="#">Related Documents</a>

# Completing and Uploading Related Documents



Complete and save  
**Document Template(s)**  
locally before clicking  
**Upload New** link

When “N/A” is displayed in  
**Document Template**  
column, LEA’s own  
document can be uploaded

## Related Documents

Arizona Department of Education (000111000) Public District - FY 2016 - ESEA Consolidated - Rev 0 - Title I LEA

Go To 

Required Documents		
Type	Document Template	Document/Link
Title I - Significant Revisions Chart [Upload 1 document(s)]	 <a href="#">Significant Revisions Chart</a>	<a href="#">Upload New</a>
Optional Documents		
Type	Document Template	Document/Link
Other	N/A	<a href="#">Upload New</a>
Affirmation of Consultation Form	 <a href="#">Affirmation of Consultation Form</a>	<a href="#">Upload New</a>

# Validation Messages

On the **Sections** page  
click on **Messages** link in  
the **Validations** column

Sections			
Arizona Department of Education (000111000) Public District			
Application Status: Draft Started			
Change Status To: <a href="#">Draft Completed</a>			
<a href="#">View ADE History Log</a> <a href="#">View Change Log</a>			
Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )		Validation	Pr
All		<a href="#">Messages</a>	Pr
<input type="checkbox"/>	History Log		Pr
	<a href="#">History Log</a>		Pr

# Validation Messages

**Error** messages prevent submission

**Warning** messages point out potential issues but allow submission

## Validation Messages

2013 - Consolidated - Rev 0

### Title I-A

#### Budget

The Title I-A budget of \$704,500.00 is less than the Adjusted Allocation amount of \$2,040,000.00. Warning

#### Building Eligibility

Number of Low Income Students for [redacted] has not been entered. Warning

[redacted] is not eligible for service. Error

#### Plan Relationships

An LEA Plan Goal, Strategy, and Fiscal Resource must be defined. Warning

### Title I-C

#### Budget

The Title I-C budget of \$0.00 is less than the Adjusted Allocation amount of \$40,000.00. Warning

# Submitting the Funding Application

Ready to submit?

Have all **Budget** lines been entered, including complete **Narrative Description**?

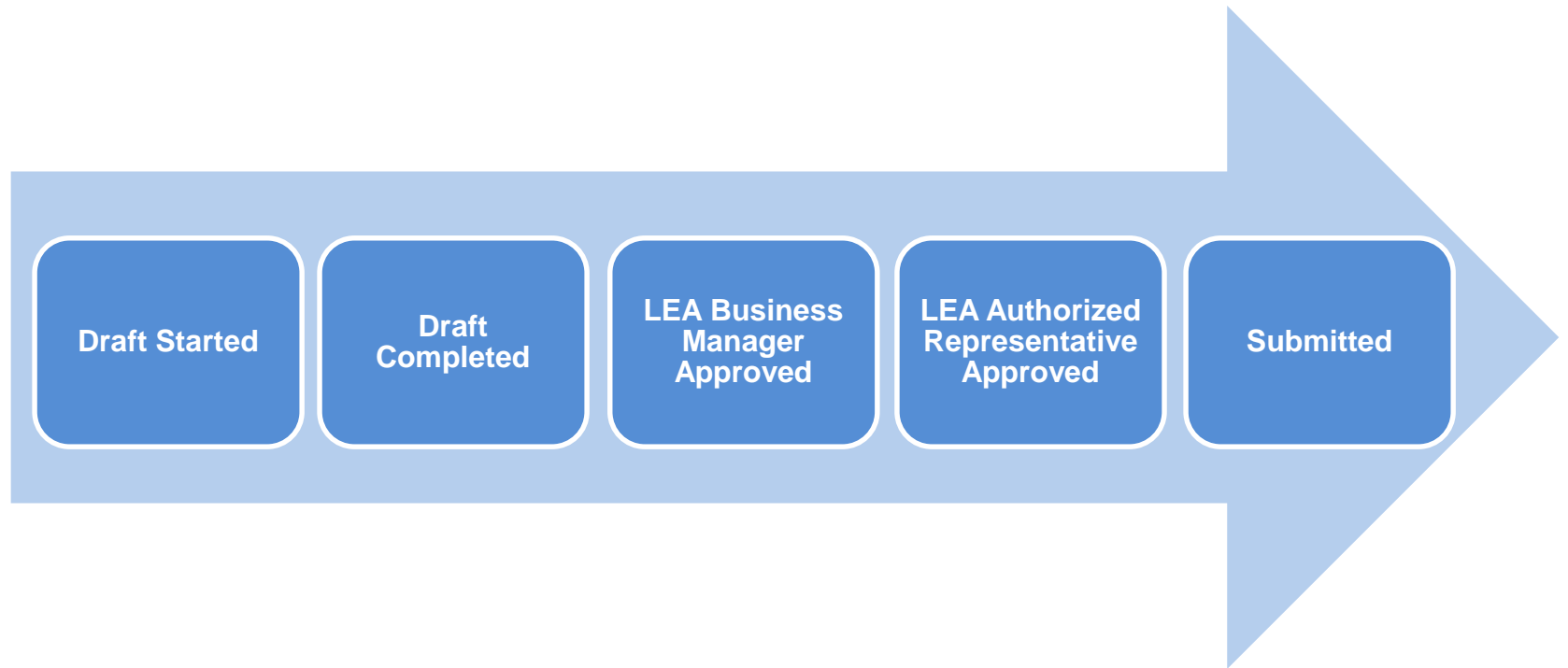
Has the **Program Details** page and any other supplemental page(s) been completed?

Have all **Related Documents** been uploaded?

Have all **Validation Messages** been checked?



# Submitting the Funding Application



# Helpful Tips

Unable to access or edit application?

Check user access in the **Address Book**  
Click **[View All District Contacts](#)** to see user roles

Application must be in **Draft Started** or **Revision Started** status to update/edit

Application must be available in system  
Program area sets open dates and submission deadlines

# Helpful Tips

## Application Search Tips

Are you looking in the correct fiscal year?

Are you logged in and do you have the appropriate role?

Is the application open and/or are you eligible for funds?

*Questions?*

# *Helpful Resources*

# Need assistance?

## Grants Management Resource Library

Program Area & Grant Information

User Guides

## Grants Management Staff

Grants Management Hotline  
602-542-3901

Grants Management Email  
[grants@azed.gov](mailto:grants@azed.gov)

## ADEConnect

ADESupport Call Center  
602-542-7378

ADESupport Email  
[adesupport@azed.gov](mailto:adesupport@azed.gov)