

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Program Name: TAPS NUMBER:	DOE USE ONLY Date Received Project Number (DOE Assigned)
B) Name and Address of Eligible Applicant:		
C) Total Funds Requested: \$ _____ <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">DOE USE ONLY</p> Total Approved Project: \$ _____	D) Applicant Contact & Business Information	
	Contact Name: _____ Fiscal Contact Name: _____	Telephone Numbers: _____ E-mail Addresses: _____
	Mailing Address: _____ Physical/Facility Address: _____	DUNS number: _____ FEIN number: _____
CERTIFICATION		
I, _____, (<i>Please Type Name</i>) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.		
Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.		
E) _____	Signature of Agency Head	Title _____ Date _____



A) _____
 Name of Eligible Recipient:
 B) _____
 Project Number: (DOE USE ONLY)

TAPS Number

FLORIDA DEPARTMENT OF EDUCATION BUDGET NARRATIVE FORM

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
C) TOTAL				\$





FLORIDA DEPARTMENT OF EDUCATION Request for Application (RFA Entitlement)

Instruction: This document provides instructions for the development of an Entitlement RFA and is not intended for applicants. The instructions are italicized within the document. When creating your RFA for approval all italicized instructions are to be removed, including these instructions. If you have any questions, please contact the Office of Grants Management.

Narrative Section

Project Design-Narrative

Based upon all relevant funding authority legislation, guidance, and requirements; clearly outline the program expectations for the applicants. As applicable, include project need, objectives, activities, services to be delivered and the performance expectations/deliverables against which the program will be monitored. If there are special Terms and Conditions that need to be reflected in Block 12 of the DOE 200 Project Award Notification Form, please ensure that these are included in the instructions to the applicants and delineated to Grants Management staff.

Applicants must receive clear instructions on the content of the application narrative and as a minimum must be requested to provide:

- *Baseline data against which performance will be measured. Given the expectations for the project, the application should identify the starting point from which progress will be measured; e.g., standardized test scores, needs assessment results and qualitative data (or in the absence of existing data, provide initial data collection plans).*
- *The project activities to be implemented. What will the applicant do and when will they do it, including as appropriate, products, training, and services?*
- *The plan to evaluate project outcomes both qualitatively and quantitatively.*
- *The project deliverables.*
- *Where programs permit the use of roll-forward funds, the program narrative shall describe the total program that will be provided during the project period using the new allocation of funds and the estimated roll-forward funds.*
- *Any other information that might be necessary to determine that the applicant can implement a successful program.*