



21st Century Community Learning Centers (CCLC)

Typical Operations

When making entries in the text fields on this page do not use any formatting (bullets, numbering, bold, italics, etc.), tables or charts. It is best to save a Word document as plain text before copying and pasting into text fields. Enter one character in all text fields and you may then save often.

Application Type

1. Make sure the statement accurately describes the application you are submitting. If not, return to the "Application Type" tab to make corrections.

Centers (enter information from left to right and only enter information in white fields)

2. Enter the total number of centers that you anticipate operating for afterschool and summer programs. This would be the **total** of school site-based afterschool programs and/or programs held in a community-based facility.
3. Choose one location for your program: American Indian Reservation, Rural or Urban
4. Are you applying as a Consortium? Click either the Yes or No radio button
5. List center's names (the physical locations of the programs) and addresses that you anticipate will participate in the afterschool program.
6. Check all times your anticipated program will operate: Before School, After School, In the Summer. **Must check at least one.**
7. Check all grade levels your anticipated program will serve: Elementary, Middle School, High School. **Must check at least one.**
8. Enter the anticipated start and end dates of your summer year program in this format: mm/dd/yyyy. If you will not conduct a summer program do **not** enter a date.
9. Enter the anticipated start and end dates of your school year program in this format: mm/dd/yyyy.
10. Enter the number of hours per week you anticipate being open during your school year and summer program.
11. Enter the number of days per week you anticipate being open during your school year and summer program.

Program Operations

12. Enter a description of your program, following the guidelines in the narrative, the original [Federal bill text](#), [OPI Guidance](#), and [Non-Regulatory Guidance](#)
13. Do **not** exceed the maximum of 2,000 characters
14. Press the **Save Page** button

Press the **Save Page** button before leaving the screen. Failure to save each page as it is completed will result in lost data.

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