



21st Century Community Learning Centers Uploading Documents into E-Grants Applications

Complete Information in Document:

1. Click on document link to complete the form:
 - a. State Logic Model
 - b. Intent to Apply
 - c. Superintendent/Principal Support Certification
 - d. MOU Collaboration Signatures
 - e. Intent to apply (only if you are applying for a new grant.)
 - f. Commitment to Partner (for New Grantees who are community grantees.)
2. Print the form.
3. Complete the form off-line.

Upload Document to the E-Grants Application:

4. Use a Scanner to take a picture of the completed document.
5. Save the scanned document to your Desktop.
6. At the bottom of the E-Grants "File Uploads" page:
7. Click on the Browse button
8. Find the saved document on your desktop page.
9. Click on the document (it will appear in the text box next to the Browse link)
10. Click Upload
11. A list of uploaded files will appear at the bottom of the page.
12. Click on Save Page*.

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