



21st Century Community Learning Centers (CCLC)

Partnerships

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.

Partner Agency/Organization

Partnerships-Identification of **Partner Agency** and **Partnership Commitment/Involvement**

1. Indicate the degree and nature of program involvement and responsibility of each partner.
2. Do **not** exceed the maximum of 4,000 characters
3. Enter the Partner **Name**. Use the agency or organization's full name. Do not use abbreviations unless it is necessary to shorten the name to fit in the field.
4. Enter the name of the person who is the contact for the agency or organization and the contact person's telephone number.
5. Indicate the **Type of Organization** by clicking on the pop-down arrow and clicking on the organization type.
6. Indicate the types of Services this partner has agreed to contribute by clicking on the pop-down arrow and clicking on the service. To select multiple services, hold the control key down while clicking on service types.
7. Click **Add Additional Entries** to add another **Partner Agency/Organization**.
8. Follow the same steps above for each **Partner Agency/Organization**.
9. Once all **Partner Agency/Organizations** have been entered 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.