



Planning Tool

Navigation

For the first year:

- Click the drop-down list and highlight the program year that your application applies to.
- Click “add new year”
- Click “open”

Select Topic Tab 1. If you are applying for funds listed at the top of the page with (mandatory) following the program title (e.g. Title I, Part A Basic (Mandatory)) you must complete the page.

- Click “[Save Page](#)” at the bottom of each topic page you have selected to address, before moving to the next tab.

Review the subsequent Topics and complete each which is mandatory for the programs you are applying for in the same manner; click the [Save Page](#) button before moving to the next topic. Moving to a new page without using the [Save Page](#) button will result in your data being lost.

When you have completed and saved each of your selected Topic tabs, click the [Return to Main Menu](#) link on the top right hand of the page. This will return you to the Main Menu. Click on the grant program application you will complete.

This section is designed to provide applicants with a process to tie general topic areas and goals to funding. The topics and district goals set up in the Planning tool carry into the appropriate Program Detail and budget pages. E-Grants will “map” the topics and related goals to the appropriate programs where they will appear for the applicant’s next step of detailed planning.

Topics

Eight topic areas are presented which describe the general outcomes required by the federal funding source. The Topics are pre-determined and cannot be modified by the applicant.

Certain programs require goals, objectives and activities related to one or more Topic areas. The programs are identified by Title, e.g. Title I-A, Title II-A, Title V-A, etc. When mandatory programs are listed under a Topic, the applicant is required to identify one or more goals.

Districts that have private/nonpublic school or schools must check the box on Topic 8. This will allow a budget category to be formed for funds to be used for these schools.

Goals

Applicants must provide at least one, and no more than three goals under each Topic where identified as mandatory for a program and funds will be requested.

Note: Every Topic is not required, unless you choose to do so.

A model goal is provided for each Topic. Applicants may select the model goal by clicking the box that precedes the goal statement. Selecting the model goal is not required.

District goals may be entered by the applicant in addition to, or in place of the model goal.

Remember to click the [Save Page](#) button at the bottom of each Topic page that you enter information on.

Reports

A report listing all topics and goals is available to the applicant at any time prior to and after submittal of the application. The purpose of the report is to give the applicant a quick view of the overall planning for the federal programs covered within a specific application.