



School Age Community (SAC) Grant Application Submission Helpful Suggestions

- Applications may now be submitted electronically to exl@dese.mo.gov; highly encouraged!
 - Signatures are still required on the document, if you are unable to do electronic signatures you can print the signature pages, sign them, and scan them back into the document.
 - This will help ensure the submission due date is met.
 - Will help to eliminate bulky mailing costs.
 - One never knows when an unexpected building closure may occur due to COVID-19 or if any of the Extended Learning DESE staff would be present on the day you chose to deliver your application in person, etc.
- Be sure to keep the sent copy of the email. If submitting by mail, be sure to send with a tracking number, and keep documentation of the mail delivery date to help validate on time submission should any delays occur or submission is lost.
- Applications must be in PDF format and not locked from editing.
- DESE does not accept Google documents.
- **PLAN AHEAD.** Complete your grant writing early. Plan for more than enough time to submit the application before the deadline.
- DESE will not add items to the applications received, nor will the DESE remove items from the applications received. If any adjustment to the application is needed, applicants must replace the entire application with another prior to the due date. In such cases, when submitting the new application, applicants must inform the DESE to replace the previous application with the new one to ensure the correct application is read and scored.
- Submission due date is no later than Monday, September 21, 2020 at 3:00 p.m. CST.