Early Literacy and Reading Readiness Grant
CCIP Application Process

APPLICATION DIRECTIONS

1. Log in to the **SAFE** Account.
2. Select **CCIP** from the list of applications.
3. Click your district or school on the CCIP home page.
4. Go to **2014** on the Funding Application page. If you don't go to 2014 you will not be able to access the application.
5. Click on the **Early Literacy Reading Readiness Application (3rd Grd Reading Guarantee)**.
6. Go to the section that includes **budget** and **application**. Click on **application** first.
7. The **district or community school Group Coordinator** starts the application by changing the status to **"Draft Started"** and receives an email regarding the status change. In this status the application is updateable.
8. The district or community school will **budget** for different purposes up to **$100,000/$250,000**, depending on whether the district or community school is applying as an individual or as a partner within a consortium.

   Allowable **budget items** include:
   - school-based intervention service/programs;
   - outside service providers providing intervention services to retained third-grade students;
   - scientifically research-based reading intervention resources and materials; and,
   - technology-based reading intervention programs.

   Prohibited budget items include:
   - Purchasing diagnostic assessments – The Ohio Department of Education will provide districts and community schools a diagnostic for use. If districts and/or community schools choose to use a comparable tool, they must do so at their own expense;
   - Purchasing technology that will not be primarily used by students for the specific purpose of providing reading intervention; or,
   - Funding the reading endorsement testing or license.

   In addition, the **total budget** must not exceed the maximum **allowable percent** for each section:
   - Up to **100%** of your total budget may be allocated to *Instruction*.
   - Up to **20%** of your total budget may be allocated to *Support Services*.
   - Up to **20%** of your total budget may be allocated to *Professional Development*.
   - Up to **15%** of your total budget may be allocated to *Family/Community*.
   - Up to **10%** of your total budget may be allocated to *Transportation*.

9. During the process of completing the application the Validation is being executed to make sure the application provides the minimal information for applying the grant.
10. If there is any validation error, it needs to be fixed before moving to next step. The validation errors are listed on the **Sections** page. Just click on **message** to read the error so you can fix it.
11. Once the **district or community school Group Coordinator** completes the application and no validation errors are present, the Group Coordinator submits the application for district or community school Treasurer Approval by changing the status to **"Draft Completed"**.
12. **Email** will be sent to the **district or community school Treasurer** stating the CCIP Application is ready for Treasurer's review.
13. If Treasurer approves the application, the status of the application will become "**District or Community School Treasurer Approved**". Email will be sent to the district or community school Superintendent for reviewing the Application.
14. If Treasurer does not approve the application, the status of the application will become **"District or Community School Treasurer Returned Not Approved".** Email will be sent to the District or Community School Group Coordinator for reviewing and completing the Application.
15. After achieving the Treasurer Approval, **district or community school Superintendent** will **review** the application.
16. If Superintendent does not approve the application, the status of the application will become "**District or Community School Superintendent Returned Not Approved**". Email will be sent to the LEA Group Coordinator for reviewing and completing the Application.
17. If Superintendent approves the application, the status of the application will become "**District or Community School Superintendent Approved**". The application will no longer be updateable.
18. Upon achieving the Superintendent's Approval, the application will be submitted to ODE for review and approval. The ODE Consultant/Final reviewer receives the Email stating that the application is ready for ODE Review.
19. Neither districts nor community schools will be able to submit grants after the deadline of grant submission.

APPLICATION TIPS

- Consider typing your questions in a Word document and then copying and pasting them into the final application on CCIP.
- While working on CCIP, the application will automatically close out after 60 minutes. Be sure to save your work frequently to avoid losing the progress made on the application, or save so you can work on the application over multiple sessions.

  - All parts of the application must be completed in order to be validated and allow you to move on to the next step in the process. A message will appear on the “Sections” page describing the error you must fix. Examples of errors to avoid: If you check that you are applying as a consortium in the first section, you must list the names of your partners in the following box.
  - In Question 7, you must select a timeframe and answer the following question.
  - If you select “Other” in Question 7 or Question 13, you must enter information in the box that appears.
  - In your budget, be sure that your total budget adheres to the maximum allocation allowed for each section.
- Depending on how you choose to apply, as an individual LEA or as a consortium, you must make sure your budget does not exceed the maximum allowed in order to validate your response. For individual grant applicants your budget cannot exceed $100,000.00, and for consortia grant applicants your budget cannot exceed $250,000.00.
- Please adhere to the character counts in parentheses following each question. Every answer box on CCIP allows up to 4000 characters, but the questions only request up to 375, 750, or 1250 characters. Preference will be given to applicants who follow ODE’s character limits.
- The application must be completed, approved by the Treasurer, approved and signed by the Superintendent, and submitted by the December 31 deadline.