Maryland State Department of Education (MSDE)
Office of Grants Administration and Resource Development

Posting a Notice of Funding Availability (NOFA) on the MSDE's website

- All documents must be reviewed and approved before submission to the Grants Office.
- All documents <u>must</u> be ADA compliant.
- Competitive grants must be posted for at least 60 calendar days.
- Formula grants must be posted for at least 45 calendar days.
- The NOFA must be submitted to the Grants Office at least 5 days prior to posting.
- Allow enough time for review/edits by appropriate personnel.
- Do not wait until the deadline date to submit documents for posting.

Submission of grant applications

- All documents must be reviewed and approved before submission to the Grants Office.
- Provide the NOFA to the Grants Office as soon as you decide to apply.
- Get appropriate signatures (Approval to submit Grant Applications).
- Allow enough time for review/edits by appropriate personnel.
- Do not wait until the "deadline for submission" date to submit the application.
- Contact individuals for support letters early.
- Work with the financial representative on budget documents.
- Submit all documents electronically to the Grants Office at least two weeks prior to the deadline for submission.
- Be prepared to sit with Grants Office personnel to submit the application.
- Have the completed documents readily available when submission commences.
- It is recommended that the application be submitted at least 5 days prior to the "deadline for submission" date.
- No grant application will be submitted without the approval of the Assistant Superintendent, Deputy, and State Superintendent.

NOFA Tips

- Read the document thoroughly before attempting to develop the NOFA.
- Use the NOFA Template as a guide. Do not use previous non ADA compliant versions.
- Avoid using personal pronouns (i.e. you, your, their, etc.).
- Use the same font throughout the document.
- Have several individuals read the NOFA for content, grammar, and punctuation.
- Appropriate authorization for the NOFA must be listed.
- Work with the appropriate financial representative on budget documents.
- Submit the ADA compliant NOFA in Microsoft Word format to the Grants Office electronically and in hard copy. The NOFA **will not** be posted if it is not ADA compliant.Grant