

**U.S. Department of Education –
Required Discretionary Grant Application Package Contents**

A. Applications must include the following:

- ☐ Title page form – Application for Federal Assistance (SF 424) and U.S. Department of Education Supplemental Information for the SF-424 Form
- ☐ Application abstract
- ☐ Application narrative
- ☐ Curriculum vitae (as appropriate)
- ☐ Literature cited (as appropriate)
- ☐ Appendix (as appropriate)
- ☐ Budget Information Form (ED 524)
- ☐ General Education Provisions Act (GEPA) section 427 statement
- ☐ Certifications and assurances:
 - ☐ Assurances – Non-Construction Programs (SF 424B)
 - ☐ Certification Regarding Lobbying
 - ☐ Disclosure of Lobbying Activities (SF LLL), if applicable
 - ☐ Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions – ED- 80-0014, if applicable
 - ☐ Certification of Eligibility for Federal Assistance in Certain Programs, ED 80-0016, if applicable

▪ Other Forms:

- ☐ Survey on Ensuring Equal Opportunity for Applicants

B. Application packages will provide respondents with:

- ☐ Burden statement
- ☐ Application notice
- ☐ Program statute (as appropriate)
- ☐ Selection criteria
- ☐ Page Limit Guidance (if applicable)
- ☐ Instructions for Reimbursement of Indirect Costs (if applicable)
- ☐ Instructions for Executive Order 12372 (if applicable)
- ☐ Instructions for transmitting applications
- ☐ Application checklist

- ☐ All required forms and accompanying instructions noted above under section A

** Note that Generic Application Packages may also include the attached Evaluation Language and Selection Criteria chosen from the menu in the Education Department General Administrative Regulations (34 CFR 75.210).

** The School Leadership Program (84.363A) will also use the attached optional form entitled: “**High-Need District (LEA) Eligibility: Optional Table and Instructions.**” This optional form was originally approved on a Change Sheet (OMB 83-C) under 1890-0009, the previous OMB Control # for the Generic Application Package.

