Completion Instructions: FY27 Shared Visions Preschool Application

General Information

- The description of the funding opportunity may be viewed without having a registered account in IowaGrants selecting *View Current Funding Opportunities*. Hover over and select funding opportunity titled *FY27 Shared Visions Preschool Program*. The next screen will outline the *Funding Opportunity Details* including the application information, requirements, resources and related web links.
- It is recommended that **one person** be designated to start an application to avoid duplicate copies of an application being created.
- Multiple people may contribute to the content of an application. To provide others access to an application once it has been started, select *General Information* from the list of application components and edit the form to add **Additional Contacts**.
- Once you have logged out of IowaGrants, you may access a previously started application by following the below steps:
  - Log in to IowaGrants
  - Select *Applications*.
  - Selecting the desired application will take you to the *Application Details*.
  - Select *Edit Application* to open and continue completion of the application.

Starting an Application

There are two options for starting an application.

Option One

- If you are a registered user and have an IowaGrants account, you can login and select *Funding Opportunities* from the Main Menu.
- Then select the funding opportunity titled *FY27 Shared Visions Preschool Program.*
- The next screen will open to show the *Funding Opportunity Details* outlining the description, attachments and associated websites.
- Select *Start New Application* at the top of the page.

Option Two

- Without logging in, go to IowaGrants and select *View Current Funding Opportunities*.
- Hover over and select the funding opportunity titled *FY27 Shared Visions Preschool Program*.
- The next screen will open to show the *Funding Opportunity Details* outlining the description, attachments and associated websites.
- To start an application from this page, select the *Login* option in the top right corner. This allows the following:
  - Registered users will be able to login and use the instructions in Option One to start an application.
  - New users will use the registration instructions to create an account; then login to use the instructions in Option One to start an application.

Complete the Application

- Once logged in to IowaGrants, start an application using one of the options outlined above. Selecting *Start an Application* will open the *General Information* component.
    - Enter an *Application Title*. It is recommended the title include the applicant organization name and year of the application (FY27).
    - Select *Save Form Information*.
    - Ensure the listed organization is accurate. Select *Save Form Information* at the top of the page. ○ The next screen will allow you to list other persons in your organization who should have access to the application. You will need to add them to the *Additional Contacts* section.
    - Select a name from the box titled *Additional Applicants*. Only those people who have registered in Iowa Grants under your organization will appear.
    - Select *Save Form Information*. If at any time you need to make edits after saving, select *General Information* from the list of *Components*. Then select the *Edit Form* at the top of the page.
    - The next screen will show a list of Application Details. Select each component of the application and complete the requested information.
- **Important:** To guide completion of the application, it is highly recommended that an applicant refer to the **Scoring Rubric: *FY27 Shared Visions Preschool***. It can be accessed as an attachment to the funding opportunity within IowaGrants or on the Iowa Department of Education's Shared Visions Programs webpage.

- Application components to be completed include the following:
    - General Information (already completed as described above)
    - Minority Impact Statement (required of all grants submitted in IowaGrants)
    - Cover Sheet – General Information (required of all grants submitted in IowaGrants)
    - FY27 Shared Visions Preschool – Program Summary
    - FY27 Shared Visions Preschool – Documentation of Need
    - FY27 Shared Visions Preschool – Program and Classroom Information
    - FY27 Shared Visions Preschool – Service Description Plan
    - FY27 Shared Visions Preschool – Staff Certification and Development Plan
    - FY27 Shared Visions Preschool – Letters of Support
    - FY27 Shared Visions Preschool – Program Evaluation
    - FY27 Shared Visions Preschool – Budget
    - FY27 Shared Visions Preschool – Assurances
- Be sure to read the instructions at the top of each form carefully. Some forms require more than one step in order to complete and submit all the requested information.

Submitting the Application

- Ensure all application components are marked as complete by verifying a checkmark appears in the *Complete?* column.
- To review the application prior to submission, select *Preview Application*.
- Select *Edit Application* to go back to the previous screen.
- Select *Submit Application*.
- A confirmation will appear asking if you are ready to submit the application. Select *Submit*.

Questions

All questions regarding the application and submission process must be submitted in writing via email to Marianne Adams, marianne.adams@iowa.gov, by Jan. 2, 2026.