

# Completion Instructions: FY27 Shared Visions Parent Support Application

## General Information

- The description of the funding opportunity may be viewed without having a registered account in [IowaGrants](#) by selecting *View Current Funding Opportunities*. Hover over and select funding opportunity titled *FY27 Shared Visions Parent Support 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:
  - Login 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 Parent Support 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 Parent Support 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.

## Completing an 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 Parent Support**. It can be accessed as an attachment to the funding opportunity within [IowaGrants](#) or on the Iowa Department of Education [website](#).
- 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 Parent Support – Program Summary
  - FY27 Shared Visions Parent Support – Documentation of Need
  - FY27 Shared Visions Parent Support – Program and Service Plan Information
  - FY27 Shared Visions Parent Support – Service Description Plan
  - FY27 Shared Visions Parent Support – Staff Certification and Development Plan
  - FY27 Shared Visions Parent Support – Letters of Support
  - FY27 Shared Visions Parent Support – Program Evaluation
  - FY27 Shared Visions Parent Support – Budget
  - FY27 Shared Visions Parent Support– 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](mailto:marianne.adams@iowa.gov), by February 27, 2026.