



Maryland State Department of Education
RFP Approval Process

Competition Title: _____

Division: _____

Contact: _____ Extension: _____

Intended RFP Release Date: _____

Application Deadline: _____

(Between the RFP distribution date and the grant deadline, there are a minimum of 60 days for a competitive grant and 45 days for a non-competitive grant). All documents posted on the Department's website must be ADA compliant.

Funding Source: _____

Total Available Funding: \$ _____

Eligible Applicants: _____

Estimated number of Awards: _____

Estimated Average Award/range of awards: \$ _____

Intended Project Period: From _____ to _____

Type of Grant: (check one): **Competitive** **Formula**

Purpose of Grant:



Use of Funds:

RFP APPROVAL PROCEDURE

For initial approval, notify the Grants Office **60 days prior** to anticipated RFP release.

Initially approved by:

Division Representative: _____ Date _____

Program contact must seek approval from the following:

Branch Chief _____ Date _____

Financial Representative _____ Date _____

Assistant State Superintendent _____ Date _____

Deputy State Superintendent _____ Date _____

State Superintendent _____ Date _____

For final approval from the Grants Office, submit this form with a copy of the RFP **two weeks prior** to the intended release of the RFP.

Director of Grants Administration _____ Date _____