



Maryland State Department of Education
Grants Administration and Resource Development

Process for posting RFPs and submitting grants

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

RFP Tips

- Read the document thoroughly before attempting to develop the RFP.
- Use the RFP Template as a guide. Do not use previous versions of the Template.
- Avoid using personal pronouns (i.e. you, your, their, etc.).
- Use the same font throughout the document.
- Have several individuals read the RFP for content and grammar.
- If legislation is the impetus for the RFP, make sure to include all necessary components from the legislation
- Work with the financial representative on budget documents
- Submit the ADA compliant RFP to the Grants Office electronically. The RFP **will not** be posted if it is not ADA compliant.

Grant Tips

- Read all directions thoroughly before attempting to complete the grant.
- Contact individuals for support letters early.
- Work with the financial representative on budget documents.
- Submit all documents electronically to the Grants Office.
- Bring the completed documents to the Grants Office with you.
- Be prepared to sit with Grants Office personnel to submit the grant.