
FY25-26 FORMULA FUNDING APPLICATION CHECKLIST

The FY26 Comprehensive Grant Application, including the following required attachments, must be submitted by April 25, 2025.

For all partnerships:

- Fiscal Signatories Form (Appendix D) – print, sign and scan this attachment as a PDF file
- Certification Form (Appendix E) – print, sign, and scan this attachment as a PDF file
- FY25-26 Budget Spending Plan – with summary page signed by the board chair

YEAR-END GRANT REPORT CHECKLIST

All required governance documents and letters of support (if applicable) must be submitted by July 15, 2025. All data must be entered completely and accurately in the First Steps Data Collection system by July 15, 2025.

Due July 15, 2025. A separate Cognito Form will be available for document submission.

- FY25 Board Membership & Attendance Form (Appendix F)
- FY25 Board Minutes – *Submit this attachment as a PDF file containing the minutes of each partnership board meeting held between July 1, 2024 and June 30, 2025. The first page should be a summary listing the date of each meeting.*
- Completed Core Functions Matrix reporting activities from July 1, 2024 - June 30, 2025
- Program performance findings will be based on FSDC system data and reports.*

Several resources are available to assist you with this requirement:

- Instructions for Checking Program Minimum Qualifications in the First Steps Data Collection System (Appendix G)
- First Steps Program and Operational Guidelines (each program has a Data Submission section detailing what should be entered)
- Data check results from your Program Officer

For partnerships contracting with one or more school districts:

- Letter from school board chair(s) certifying:
 - the need for First Steps funding for the 2025-2026 school year
 - that partnership funds will be used to supplement, not supplant, other federal/state local funding; and
 - what matching resources will be provided to the partnership's strategy/strategies

For partnerships funding Early Education strategies in one or more school districts:

- Letter from the school district(s) certifying:
 - that the Power School file of each child enrolled in a First Steps funded 4K classroom during FY25 (2024-25) has been flagged to reflect (as appropriate) that his/her classroom was fully/partially funded by SCFS; and
 - the need for First Steps funding to provide/maintain services to children qualifying for Medicaid during FY26 (2025-26)

NOTE: It is highly recommended that EDs review data system reports with their program staff in July 2025 after data entry is complete. Contact your program officer for assistance.