



# Letter of Intent to Apply

## 21<sup>st</sup> Century Community Learning Centers

### Introduction

In order to gain access to the online application, eligible entities are required to submit a letter of intent with the necessary information provided. Before submitting a letter of intent, the State Department of Education (SDE) recommends reviewing the following sections of the [Application Guidance](#):

- Letter of Intent to Apply – Page 7
- Eligible Applicant – Page 7
- Competitive Priority – Page 10
- Applicant User Roles – Page 10
- Grantee Requirements – Page 18

All applicants must have access to the Idaho System for Educational Excellence (ISEE) portal to access and submit an application. If not yet registered with ISEE, please complete the registration before submitting letter of intent to the SDE.

Registration: <https://apps.sde.idaho.gov/Account/Register>

Registration Tutorial: <https://www.youtube.com/watch?v=Sd4cTMOyLNQ>

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### Submission

The SDE strongly recommends submitting a letter of intent by the first Friday of December. It is the responsibility of the eligible entity to submit the letter in a timely manner to avoid any delays in accessing the portal. After submitting the letter of intent, the SDE will follow-up within five (5) business days with additional instructions to access the online application.

Send letter of intent to Camille McCashland: [cmccashland@sde.idaho.gov](mailto:cmccashland@sde.idaho.gov)

## Letter of Intent to Apply

Legal Name of Applicant:

### Contact Information for Authorized Applicant Representative

Name:

Title/Role:

Email Address:

Phone Number:

ISEE Username:

### Contact Information for Project Director

Name:

Title/Role:

Email Address:

Phone Number:

ISEE Username: