



Subgrant or Subcontractor Request Form

No subcontracts or subgrants are allowed without prior written approval of the State Superintendent of Education or designated representative. If subcontracts or subgrants are allowed, then all project responsibilities are to be retained by the grantee to ensure compliance with the terms and conditions of the grant. All subcontracts and subgrants must be documented and must have the prior written approval. Approval of subcontracts and subgrants shall be subject to the same criteria as are applied to the original proposal/application. The following information is required if any subcontracts/subgrants are to be utilized:

1. Subgrantee/Subcontractor Name	2. Address	3. Contact Information
		<i>Phone:</i> <i>Fax:</i> <i>Email:</i>
4. What is the need or purpose for this subgrant/subcontract?		
5. What services will be provided by the subgrantee/subcontractor?		
6. When will services be provided/complete?		
7. What are the costs associated with this subgrant/subcontract?		
8. Describe the projected number of students, teacher, administrators, and school districts to be served.		
9. Which FCAE program objective(s) are served through this subgrant/subcontract?		

10. Which FCAE grant is requesting approval of this subcontract or subgrant? (Check the box below)

Local Program Support Work-based Learning Curricular Resource Management