**Uploading the District Funding Assurances Statement**

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| 1. **The Superintendent must be logged into GMAP (not the superintendent designee). The upload is tracked by date and time and by author. If the author is not the Superintendent, then the assurance will not be official.** |
| 1. Select *District Document Library* in the upper left Main Menu. |
| 1. Click on 2022 for the 2021-2022 school year and click on   *Search Folders* |
| 1. Open the 2022 folder and click on *“Grant Funding Application Documents”* and locate the “FY2022 District Funding Assurances Statement” and click   *Edit Documents.* |
| 1. Click on the Document Template “FY2022 District Funding Assurances Statement” |
| 1. Click on the download in the bottom left corner   of the screen. |
| 1. Enter the necessary information in the blue areas of text. |
| 1. Save and name the document to a folder from your computer. Close Microsoft Word. |
| 1. Return to GMAP and click on *Upload Document.* |
| 1. Click on *Select* and locate the document created from the template. Enter a Document Name and click Save. |
| 1. To verify a successful upload, go to the District Document Library. Click *Return to District Document Library.* |
| 1. Click on *FY2022 District Funding Assurances Statement*. Under Document History, you will see the uploaded file along with the date and time stamp. |

**Must be Superintendent’s name (not designee)**