**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 left Main Menu. |
| 1. Click on 2021 for the 2020-2021 school year and click on   *Search Folders* |
| 1. Open the 2021 folder and click on *“Grant Funding Application Documents”* and locate the “FY2021 District Funding Assurances Statement” and click   *Edit Documents.* |
| 1. Click on the Document Template “FY2021 District Funding Assurances Statement” |
| 1. Click on “Open”. |
| 1. Click on View then Edit Document and 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 *FY2021 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**