



# Title III Grant Application Checklist

Title III grant funds are provided to districts in order to supplement the education of English learners (See: [Title III Use of Funds](#)).

In order to qualify for Title III funding, districts must meet certain requirements as laid out in ESSA (See: [Title III Grant FAQ](#)) and collaborate with the OPI's Department of School Innovation and Improvement. Under the [Title III State Formula Grant](#), schools may obtain funds even when they do not have enough EL students to meet the monetary requirements by forming or joining a consortium with one or more other districts (See: [Consortium Guidelines for Title III](#) and [Current List of Title III Districts and Consortiums](#)).

Qualifying for Title III funds generally takes two years, as districts must document their identification and service of ELs as proof that they are fulfilling their responsibilities under Title I before receiving supplemental Title III funds. This checklist should serve as a short reference for districts to track their completion of all necessary steps.

## Year 1 To-Do

Fall	<input type="checkbox"/> Identify and place students in an English Learner program by following the steps laid out in the <a href="#">EL Checklist for Districts</a> .
Winter	<input type="checkbox"/> All identified ELs are administered ACCESS for ELLs during the testing window.
Spring	<input type="checkbox"/> Contact Destin Markland ( <a href="mailto:destin.markland@mt.gov">destin.markland@mt.gov</a> ) to begin the application process.
Summer	<input type="checkbox"/> <b>AIM is updated</b> for students who have been exited from their EL program by <b>June 30</b> .

## Year 2 To-Do

Fall	<ul style="list-style-type: none"><li><input type="checkbox"/> Identify and place students in an English Learner program by following the steps laid out in the <a href="#">EL Checklist for Districts</a>.</li><li><input type="checkbox"/> Complete ESEA Consolidated Application via E-Grants by <b>October 31</b>.</li></ul>
Winter	<ul style="list-style-type: none"><li><input type="checkbox"/> All identified ELs are administered the ACCESS for ELLs during the testing window.</li></ul>
Spring	<ul style="list-style-type: none"><li><input type="checkbox"/> Complete Title III English Acquisition Program Report via E-Grants by <b>June 30</b>.</li></ul>
Summer	<ul style="list-style-type: none"><li><input type="checkbox"/> <b>AIM is updated</b> for students who have been exited from their EL program by June 30<sup>th</sup>.</li><li><input type="checkbox"/> Districts receive notification of their approval by <b>August 1</b>.</li></ul>

## Contacts

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