Application instructions:

**Please submit an e-mail indicating which programs you intend to apply for in FY 20 as soon as possible, by Monday, July 22, 2019 at 5:00 pm at the latest, to** **tmoore@aginglinc.org****.**

**Any previous grant recipient not applying for FY 20 should notify us immediately.**

Upon receipt of your Notice of Intent (by e-mail) we will provide a username/login and folder for your organization and send it to you for application submission.

Submit one complete set of forms for each program.

To access the application forms, go to the *Partners* tab on the Area Agency on Aging for Lincolnland website at **www.aginglinc.org**.

Use the *Allocation Calculation* function to determine the FY 20 allocation for each program for which you are applying.

Use the scroll bar, not the arrow keys.

There are three sections:

Top: Review the list of allocations (protected) for all programs per county.

Middle: Place an x in any program(s) and county(ies) cell(s) to be funded, and

Bottom: Amounts are automatically indicated and calculated.

Download all of the fillable forms on the Partners page for the program(s) for which you are applying.

Complete all required forms including all required signatures for each program.

Please label each form for each program according to this example:

If the Area Agency on Aging for Lincolnland was applying for Title III-B Information and Assistance funds and submitting the budget form it would be labeled like this:

FY 20 AAAL IIIB I&A Original Budget Form

**All applications must be submitted as soon as possible, by Friday, August 9, 2019 at 5:00 PM at the latest.**

Contact: Contact Terry Moore at tmoore@aginglinc.org or 217.787.9234.

Thank you.