If the Grant Director submitted an ePlan User Access Form for LEAs for Literacy Teacher Training before noon on 4/15/2021, you have been added to this application as well.

If not, please complete and sign the [form](https://eplan.tn.gov/DocumentLibrary/ViewDocument.aspx?DocumentKey=1511231&inline=true), and email it to [ePlan.Help@tn.gov](mailto:ePlan.Help@tn.gov) Instructions are at the top of the form.

There are areas to complete for the Early Literacy Network Application:

1. Assurances must be acknowledged.
2. Program Details – each question will need to be answered. You can submit “no” answers, but the application will be returned. “Yes” answers are a requirement for this grant.
3. Budget requirements – a budget of .01 and a narrative is needed to complete your application.   
   Districts will need to be sure to have a budget that is .01.  Anything over or under this amount will result in an error that will prevent the application from being submitted. The narrative can be nonspecific but is a required field. Allocations will be loaded after week 2 of the training which will place the application in revision status to add the correct budget.

* An example of what the budget should look like is found below.

