

Applicant Checklist

For use in completing the application (do not submit with application).

File 1: Application Package

- Cover Page - completed and signed
- Project Application Form – all sections completed
- Project Narrative – no longer than 10 pages, single-spaced, 12 pt. font, 1-inch margins, page numbers and subheadings included
- Scope of Work – goals and objectives are defined along with activities and documentation needed and evaluation methods to measure each objective
- Provisions of Grant Assurances – reviewed and signed
- Agency Self-Assessment – completed and signed
- Resumes of Key Staff – no longer than 2 pages each
- Licenses and Certifications
- MOUs/Letters of Commitment
- Organizational Chart
- Subgrantee Questionnaire – completed and signed if applicable

File 2: Budget Worksheet Template (2 worksheets)

- Budget Summary sheet
- Budget Narrative sheet