**Grant Application Checklist**

* Cover Sheet - all sections completed
	+ Federal Tax Identification Number
	+ DUNS Number
	+ Signed
* Program Abstract
	+ One page
	+ Single spaced
	+ Times New Roman 12 point font
* Budget Section
	+ Budget worksheet
		- All categories complete
		- All expenses reasonable and allowable
	+ Budget narrative includes:
		- Position description for personnel
		- Explanation for ESO purchases
		- Full description of travel expenses
* Program Narrative
	+ Adheres to solicitation request
	+ Includes:
		- Statement of problem
		- Program design and implementation
		- Impact/outcomes
* Project timeline
	+ Includes
		- Timeline
		- Expected completion date for each item listed
		- Evaluation criteria
* Supporting documentation
	+ 501c3 documentation
	+ SAM.gov registration