**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