

## APPLICATION CHECKLIST

The Application Coversheet and Project Narrative must be submitted as a PDF. The Budget Narrative/Plan template must be submitted as an Excel File.

If any of the following items are incomplete or missing, the application will be rejected. If the application is not received by the date requested (including revisions), funding may be delayed or may not be awarded.

- Application Coversheet (PDF Document)
- Project Narrative (PDF Document)
- Budget Narrative/Budget Plan (Excel File)
- Fiscal Management Checklist (PDF)
- General Conditions and Assurances (PDF)

*Attachments – If included, these will not count towards the page limit.*

- Proof of Financial Viability (*Singe audit, balance sheet, profit and loss statement (P&L), and/or Cash Flow Statement*) – (*optional, but encouraged*)
- Resumes for Key Personnel (*optional, but encouraged*)
- Letters of Commitment/Support (*optional, but encouraged*)
- Contracts or Memorandums of Understanding (*if applicable to the program/service*)