**Application Checklist**

To be submitted with application.

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following sections must be attached to this checklist to be deemed a “Completed Application Package:” (Please check each box as you attach the required document.)

[ ]  Application Checklist (Appendix A)

[ ]  Grant Application Cover Page (Appendix B)

[ ]  Table of Contents

[ ]  Application Abstract

**Scope of Work/Narrative Includes:**

[ ]  a. Planning Process

[ ]  b. Need for Project

[ ]  c. Program Design

[ ]  d. Adequacy of Resources

[ ]  e. Program Management Plan

[ ]  f. Project Evaluation

[ ]  g. Budget Narrative

[ ]  h. Collaboration, Partnerships, Advisory Board, Sustainability

**Attachments Include:**

[ ]  Proposed Budget Spreadsheet (Appendix C)

[ ]  Schedule of Operations (Appendix D)

[ ]  GPRA Measures Template (Appendix E)

[ ]  Memorandum of Understanding(s) (Appendix F)

[ ]  USED Program Income Questionnaire (Appendix G)

[ ]  One Year Timelines

[ ]  School Board Policy for High School Extended Learning Opportunities, if applicable

[ ]  Job Descriptions and Credentials for Key Staff

[ ]  Letter of Support from Principal(s)

[ ]  Wallace Foundation Out-of-School Time Calculator (school year & summer programming)

[ ]  Advisory Board Members Roles and Responsibilities

[ ]  Organizational Chart

[ ]  Evaluation Studies of Current Program, if applicable