**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