

APPENDIX A: Application Checklist

Application Checklist

To be submitted with application.

Applicant Name: _____

A complete application must have the following sections attached:

- 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)
- Proof of Unique Entity Identification Number (UEI#)
- 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