**AmeriCorps Planning Grant RFA**

**Application Checklist**

**Instructions:** A “complete” AmeriCorps application consists of **items #1-8** as stated in the checklist below. Place a checkmark [√] next to each item included in your application. ***You must include a signed copy of this checklist with your application.***

Legal Applicant Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AmeriCorps Program Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* *I’ve reviewed our AmeriCorps grant application submitted to CV and certify that all required documents included are complete, accurate, and in the required CV forms and format.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Applicant Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Title of Person Signing

|  |
| --- |
| **Application Components** |
|  |  |
|  | 1. Application Checklist
 |
|  | 1. AmeriCorps Planning Grant Title Page
 |
|  | 1. Project Narrative

□ no more than **10** double-spaced pages in­ portrait format□ 12 point Times New Roman font□ One-inch margins□ Use CV narrative headings in the order provided |
|  | 1. Planning Grant Deliverables Timeline (use *CV Excel Template*)
 |
|  | 1. Budget Narrative and Budget Form (use *CV Excel Template*)
 |
|  | 1. Organizational Self-Assessment Form (must be signed and dated by authorized agent)
 |
|  | 1. Financial Management Survey and required supporting documents
 |
|  | 1. Authorization, Assurances ,and Certification (Signature Page signed & dated by authorized agent)
 |