**AmeriCorps Planning Grant RFA**

**Application Checklist**

**Instructions:** A “complete” AmeriCorps application consists of **items #1-7** 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.*

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Signature of Authorized Applicant Representative Date

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Print Name Title of Person Signing

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|  | **Application Components** |
|  | 1. Application Checklist
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|  | 1. AmeriCorps Planning Grant Title Page
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|  | 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. Budget Narrative and Budget Form (use *CV Excel Template*)
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|  | 1. AmeriCorps Readiness Self-Assessment
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|  | 1. Financial Management Survey (completed and signed) and the following required supporting documents:
	1. IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status
	2. Internal Revenue Service Form 990 “Return of Organization Exempt from Income Tax” including all applicable schedules and attachments; if Form 990 filing can be downloaded, provide the website address
	3. Audited financial statements including auditor’s Management Letter (single audit, or other audits if not subject to federal audit requirements)
	4. List of federal grants, cooperative agreements, contracts, and subgrants/sub-contracts awarded to the organization in the last two years including the identifying award numbers, amounts, and awarding agencies
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|  | 1. Authorization, Assurances, and Certification (Signature Page signed & dated by authorized agent)
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