

Applicant Checklist

- ☐ Completed and signed SF-424, SF-424A, as well as SF-424B, if applicable
- ☐ Organizations that engage in lobbying the U.S. government, including Congress, or pay for another entity to lobby on their behalf, are also required to complete the **SF-LLL** “Disclosure of Lobbying Activities” form.
- ☐ Cover Page and Executive Summary
- ☐ Proposal Narrative

- **Introduction to the Organization**
- **Problem Statement**
- **Project Goal**
- **Project Objectives**
- **Project Activities**
- **Future Funding or Sustainability**
- **Risk Analysis**

- ☐ Scope of Work (SOW)
- ☐ Project Logic Model (preferably as a Word Document)
- ☐ Draft Project Performance Monitoring and Evaluation Plan (preferably as a Word Document)
- ☐ Detailed Budget
- ☐ Budget Narrative (preferably as a Word Document)
- ☐ Timeline/Milestones
- ☐ Summary of Key Personnel and Subject Matter Experts
- ☐ Contingency Plan

Additional Required Attachments:

- ☐ An audit or an explanation for the lack of an audit is required. Please review the bulleted items below carefully.
 - If your organization meets the threshold as defined in 2 CFR 200 Subpart F, then your organization must submit a PDF of its most recent ‘single audit’.
 - If your organization does not currently meet the 2 CFR 200 requirement and has not had a ‘single audit’ within the last three fiscal years, then your organization must submit its most recent audit (within the last three years) as a PDF.
 - If your organization has not been independently audited within the last three years, then it must explain the reason for the lack of an audit and provide an independent confirmation of the adequacy of its internal controls.
- ☐ Negotiated Indirect Cost Rate Agreement (NICRA). Your latest NICRA letter should be included as a PDF file if your organization has a NICRA and includes NICRA charges in the budget.
- ☐ Letters of support for any partner or partners identified in the proposal whose role is central to the project achieving its objectives. No letter of support is required for goods or services that are widely available commercially.
- ☐ Gender Inclusion Analysis