

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
- ☐ Proposal Narrative
 - *Introduction to the Organization*
 - *Statement of Intent*
 - *Statement of Expertise*
 - *Statement of Capacity*
 - *Future Funding or Sustainability*
 - *Risk Analysis*
- ☐ Scope of Work (SOW)
- ☐ Project Design and 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
- ☐ Summary of Key Personnel and Subject Matter Experts (not to exceed two [2] pages, preferably as a Word Document)
- ☐ Proposed Security Plan (not to exceed two [2] pages)
- ☐ Gender and Inclusion Analysis (not to exceed 1 page, preferably as a Word Document)

Additional Required Attachments:

- ☐ Audit 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 its most recent three fiscal years, then your organization must submit its most recent (within the preceding three fiscal years) independent financial audit, preferably a pdf.

- If your organization has not been independently audited within its three most recent fiscal 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.
- ❑ NICRA If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA letter should be included as a PDF file.
 - This document will not be reviewed by the Merit Review Panel but will be used by project and grant team if the submission is recommended for funding.
 - Organizations that have previously established indirect cost rates must submit timely indirect cost proposals to their cognizant agency as required by Appendix III & IV of 2 CFR 200. If indirect cost proposals have not been submitted for re-negotiation, as required, out-of-date NICRAs may not be considered.
 - If your proposal involves subawards to organizations charging indirect costs, please submit their NICRA, if applicable.
- ❑ Letters of support or official permission letters from project partners describing the roles and responsibilities of each partner, 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 unless an identified provider is offering no-cost or uniquely favorable terms that will not be available commercially.