Applicant Checklist

1. Completed and signed SF-424, SF-424A, as well as SF-424B, if applicable

2. 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.

3. Project Proposal Template (not to exceed twenty-seven [27] pages)

Cover Page and Brief Executive Summary *(2 pages or less)*

1. Project Overview *(8 pages or less)*

* A1. Introduction to the Organization
* A2. Summary of the Project Approach and Timeline

1. Project Design and Logic Model *(8 pages or less)*

* B1. Problem Statement
* B2. Project Goal
* B3. Project Objectives, Activities, and Expected Outcomes
* B4. Logic Model and Theory of Change

1. Project Performance Management *(4 pages or less)*

* C1. Indicators
* C2. Performance Management Approach

1. Sustainability Plan *(1 page or less)*
2. Risk Analysis and Mitigation Strategies *(1 page or less)*
3. Contingency Plan *(1 page or less)*
4. Summary of Key Personnel and Subject Matter Experts *(2 pages or less)*

4. Detailed Budget

5. Budget Narrative (preferably as a ***Word Document***)

6. Support/Permission Documentation

**Additional Required Attachments:**

* + - **Audit** An audit or an explanation for the lack of an audit is required. Please review the bulleted items under section *B.2. Application Requirements for Submission, 7. Additional Required Attachments*.
    - **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 If indirect cost proposals have not been submitted for re-negotiation, as required, out-of-date NICRAs may not be considered.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.