

## Checklist for Completing a Historic Preservation Fund Grant Application for History or Collections Projects of the African American Civil Rights (AACR), Save America's Treasures, and Underrepresented Communities (URC) Grant Programs

- My SF-424A grand total (Item 6K far right column) equals my SF-424 grand total (Item 18g)
- My Budget Justification grand total (Section 10: Budget Summary, Total Costs line far right column) equals my SF-424 grand total (Item 18g)
- My budget includes any necessary costs for my entity to successfully administer the grant
- My budget includes any necessary costs to comply with requirements of the grant:
  - Costs to post a public notice in a publication of major circulation in our area
  - Costs to write & submit a nomination to the National Register of Historic Places (if the historic resource is an unlisted property)
- My attachments form includes the required attachments (in any order):
  - Project Narrative or Project Description Worksheet
  - Budget Narrative or Budget Justification Worksheet
  - Project Images or Project Images Worksheet
- My attachments form includes the following attachments that may be necessary:
  - Letter of Owner Consent, if my entity does not directly own the historic resource. The letter explicitly consents to:
    - The submission of the application
    - The work to the historic resource proposed in the application
- My Project Narrative or Project Description Worksheet responds to each merit review criteria *separately* (within the application instructions in E. Application Review Information E1. Criteria)
- My project summary succinctly states the goals and tasks of the project not the broader goals of the resource or my entity
- My Project Images Worksheet or supporting photos clearly show the items of work proposed for funding by the application

For application tips and an FAQ go to <https://go.nps.gov/apptips>

This checklist is provided for your convenience and is not a required deliverable for your application.