

## APPLICATION CHECKLIST

The following checklist represents all of the information and attachments required to be considered for funding. Incomplete applications and those submitted after the deadline will not be considered for funding.

- Cover Letter – include name, address and phone number of applicant as well as contact person. The letter should be signed by the individual(s) with authority to execute contracts on your organization’s behalf.
- Application Overview & Budget Worksheets (Part I)
- Application (Parts II & III) – one double-sided, unbound 8 ½” x 11” original and fifteen (15) copies of completed application, including:
  - Completed forms
  - Appropriate attachments
- Letter of commitment (if applicable). Letter of commitment is required if matching funds are coming from a source other than the applicant’s own budget. This letter of commitment must be signed by the agency’s official who is authorized to grant matching funds to the applicant, and must state the amount of matching funds available.