

CHECKLIST

Please check that you have included all the items below in your grants application.
Tick the second column and provide additional information in the third one.

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REQUIREMENTS BEFORE APPLYING		
1.) DUNS number		
2.) NCAGE number		
3.) Registration with SAM		
4.) Registration of an Authorized Organization Representative (AOR)		
5.) Registration on Grants.gov		
APPLICATION AND SUBMISSION INFORMATION		
SECTION 1 – COVER SHEET		
SECTION 2 – TECHNICAL PROPOSAL		
A. Implementation Plan		
B. Organizational Description and Capability		
C. Monitoring and Evaluation Plan		
SECTION 3 – BUDGET		
A. Budget Details		
a. Personnel		
b. Fringe Benefits		
c. Travel		
d. Equipment		
e. Supplies		
f. Contractual -		
- Sub-grants and sub-contracts.		
- Consultant Fees.		
g. Construction		
h. Other Direct Costs		
i. Indirect Costs		
B. Budget Narrative		
SECTION 4 – KEY PERSONNEL RESUMES		
SECTION 5 – RELEVANT FORMS available through Grants.gov		
SECTION 7 – LETTERS OF INTENT		
SECTION 8 - PROOF OF NON-PROFIT STATUS		