

## Application Check List

Instructions: Check the box to the right of each section that has been included. Indicate N/A if it is not applicable. The grant application should follow the order of the checklist.

1. Title III-E Application Cover Sheet and Budget Pages 1, 2 & 3	
2. Program Plan (Narrative)	
3. Organizational Chart ( <i>applications for 1st year projects only</i> )	
4. Needs Assessment/Survey Forms ( <i>if applicable</i> )	
5. Persons to be Served Form	
6. Outcome Form ( <i>one for each Outcome</i> )	
7. Project Management (Narrative)	
8. Cost Sharing Documents ( <i>for required services only</i> ) ( <i>drafts for new applicants, if available</i> )	
9. Agency Information and Fiscal Capacity	
10. Job Descriptions	
11. Report of Past Performance ( <i>MNRAAA's current Title III-E grantees only</i> )	
12. Assurances of Compliance and Certifications Required by Federal Law	
12. Application Check List	