

V-STOP Grant Application Checklist

The items listed below **must be submitted in the order outlined in this checklist**. Additionally, all pages of the grant application **must be numbered**. If you are not required to submit an item, write N/A for not-applicable. This checklist does not need to be submitted with your application.

- An original and three (3) unbound copies of the application are being submitted by mail or by hand for receipt by DCJS by **4:30 p.m., September 25, 2009**. Please double space and use Arial 12 font.
- Face Sheet of Grant Application is completed for CY **2010**. (Attachment I) See page 13 -14.
- Face sheet is signed by the Project Administrator.
- All budget items for **2010** have been noted as in-kind match, cash match or V-STOP funds. See pages 5 & 14-16.
- Budget items for **2010** are placed in the appropriate columns of V-STOP funds, cash match or in-kind match. See pages 5, 14-16.
- All applicable sections of Budget Category Itemization have been completed for **2010**. All columns have been totaled and arithmetic has been checked for accuracy.
- A Project Budget Narrative has been provided for **2010**, explaining and justifying **all** items included in the Budget Category Itemization. See pages 14-16.
- Face Sheet of Grant Application is completed for CY **2011**. (Attachment I) See page 13-14.
- Face sheet is signed by the Project Administrator.
- All budget items for **2011** have been noted as in-kind match, cash match or V-STOP funds. See pages 5 & 14-16.
- Budget items for **2011** are placed in the appropriate columns of V-STOP funds, cash match or in-kind match. See pages 5, 14-16.
- All applicable sections of Budget Category Itemization have been completed for **2011**. All columns have been totaled and arithmetic has been checked for accuracy.
- A Project Budget Narrative has been provided for **2011**, explaining and justifying **all** items included in the Budget Category Itemization. See pages 14-16.
- A Project Description has been provided including the following:
 - New Applicants – Need Justification. See page 17.
 - All Applicants - Goals and Quantified Objectives with Activities and Performance Measures (Attachment II) See page 17.
 - New Applicants – Implementation Plan. See page 18.
 - Continuation Applicants - Sustainability plan. See page 18.
 - Organizational Chart
 - All Applicants - Evaluation Plan. See page 18-19. On page 19, new applicants answer g and h only.
 - All Applicants - Evidence of Community Collaboration, see page 19-20.
 - All Applicants - New or revised Cooperative agreements with appropriate agencies are signed and attached. See page 19-20.
 - All Applicants - Copy of survey that is used to obtain client feedback. See page 17.
 - Continuation Applicants - Collated data and results of survey information are attached, see page 18.
- Continuation Applicants - Copy of Annual Progress Report from CY 2008 is attached. See page 17.
- All Applicants - V-STOP Underserved Data sheet is completed and attached. (Attachment III) See page 20.

- The signed General Grant Conditions and Assurances form is attached. (Attachment IV)
- The signed Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace form is attached. (Attachment V)
- A copy of 501(c) (3) confirmation letter is attached. – Private, non-profit applicants only.
- If nonprofit, a FY 2007 or FY 2008 Financial report or audit is attached. – Private, non-profit applicants only.