

### 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**. 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 23, 2011**. Please double space and use Arial 12 font.
- Face Sheet of Grant Application is completed for CY **2012**. (Attachment I) See page 13 -14.
- Face sheet is signed by the Project Administrator.
- All budget items for **2012** have been noted as in-kind match, cash match or V-STOP funds. See pages 5 & 14-16.
- Budget items for **2012** 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 **2012**. All columns have been totaled and arithmetic has been checked for accuracy.
- A Project Budget Narrative has been provided for **2012**, explaining and justifying **all** items included in the Budget Category Itemization. See pages 14-16.
- Face Sheet of Grant Application is completed for CY **2013**. (Attachment I) See page 13-14.
- Face sheet is signed by the Project Administrator.
- All budget items for **2013** have been noted as in-kind match, cash match or V-STOP funds. See pages 5 & 14-16.
- Budget items for **2013** 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 **2013**. All columns have been totaled and the math has been checked for accuracy.
- A Project Budget Narrative has been provided for **2013**, explaining and justifying **all** items included in the Budget Category Itemization. See pages 14-16.
- A Project Description has been provided including the following:
  - All Applicants - Goals and Quantified Objectives with Activities and Performance Measures (Attachment II) See page 17.
  - All Applicants - Sustainability plan. See page 17.
    - Organizational Chart
  - All Applicants - Evaluation Plan. See page 18. Copy of survey that is used to obtain client feedback. Additionally, please submit collated data and results of survey information.
  - All Applicants - Evidence of Community Collaboration, see page 18-19. **Please submit a list of current cooperative agreements.**
  - All Applicants - **New or Revised Cooperative agreements** with appropriate agencies are signed and attached. See page 18-19.
- All Applicants - V-STOP Underserved Data sheet is completed and attached. (Attachment III) See page 19.
- 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.