

**Grant Application Checklist**

- Cover sheet of Grant Application for each fiscal year is completed and signed by Project Administrator.
- An itemized budget and budget narrative for each fiscal year has been provided, explaining and justifying all items shown on budget forms.
- List of current cooperative agreements is attached.
- Annual victim and witness service targets for FY2013 and FY2014, required program development objectives, and other required certifications are attached.
- Completed and signed copies of forms entitled "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" are attached.
- An original and four copies of the application will be received by DCJS before 4:30 p.m. on **April 20, 2012**.