**GRANT APPLICATION CHECKLIST**

\_\_\_\_\_ Has the Grant Application been completed?

\_\_\_\_\_ Has the Program Administrator signed the application?

\_\_\_\_\_ Have all applicable parts of the Project Budget Summary been completed?

\_\_\_\_\_ Did you complete the Itemized Budget?

\_\_\_\_\_ Did you complete the Budget Narrative?

\_\_\_\_\_ Did you use only **rounded** figures on the Itemized Budget form?

\_\_\_\_\_ Did you complete “section #7” on the Itemized Budget form?

\_\_\_\_\_ Did you include a copy of your 501(c)(3) confirmation letter if you are a non‑profit organization?

\_\_\_\_\_ Did you include a copy of your approved projected (FY17) annual program budget?

\_\_\_\_\_ Did you include a list of the members of the Board of Directors, or if not governed by a board, a statement by the project administrator describing your governing structure?

\_\_\_\_\_ Did you include the Statement of Assurances form completed and signed by the project administrator?

\_\_\_\_\_ Did you include the CASA Program Staff to Volunteer Ratio Form (including applicable job descriptions)?

\_\_\_\_\_ Did you include required certifications (General Grant Conditions and Assurances” and the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”)?