

Appendix A

FY 2016 Grant Application Checklist

- **Note that incomplete applications will NOT be considered for funding.**

Juvenile Justice and Delinquency Prevention – Title II
Application Checklist

Applicant: _____ **Amount Requested:** _____

- General Administrative Information – Page 1
 - Applicant Information Complete
 - Project Director Information Complete – must include an email
 - Fiscal Officer Information Complete – must include an email
 - Program Category Indicated
 - Number of Years Previously Funded Indicated
 - Evidence Based Program or Environmental Strategy Indicated
 - Brief Description of Program Provided

- Budget – Pages 2 - 4
 - Budget Summary (Complete with Applicant FEIN and DUNS Number)
 - Matching Requirement
 - Funding Strategy
 - Budget Detail
 - Budget Justification

- Project Narrative – Page 5
 - Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to:
 - ☞ Statement of Need
 - ☞ Program Description and/or Solution to the Problem
 - ☞ Collaboration
 - ☞ Program Evaluation
 - ☞ Plan of Sustainability
 - ☞ If Applicable, Success of Previous JJDP-Funded Projects

- Goals and Objectives – Page 6

- Planning and Evaluation Team Members – Page 7

- Organizational Charts – Page 8
 - Included both an organization chart for the applicant agency and the proposed organizational chart for the project.

- Hiring Procedures and Job Descriptions (include applicable resumes) – Page 9

- Other Attachments (as needed) – Attachments A through F
 - Organization Budget
 - Membership List of Governing Board
 - Commitment Letters Received from Planning and Evaluation Team
 - West Virginia IBR Statement of Compliance
 - Letters of Working Agreement and/or Support
 - Other Attachments