

**WEST VIRGINIA  
DIVISION OF JUSTICE AND COMMUNITY  
SERVICES**

**JOHN R JUSTICE  
GRANT PROGRAM**

**APPLICATION SUBMISSION CHECKLIST**

Before submitting the application, indicate that the following has been completed by checking the boxes below:

- The application has been completely filled out and is TYPED.
- Narrative is typed, containing no more than 500 words.
- The application includes a copy of the Service Agreement with ORIGINAL SIGNATURE.
- The application includes a copy of the Financial Statement with ORIGINAL SIGNATURE.
- The application includes a Letter of Recommendation from employer. This must be on letterhead.
- The application includes an official copy of your final transcript.
- The application includes FULL credit report from Equifax. (please do not print double sided)
- The application includes the tax identification number for lender
- The application includes copies of your two most recent pay stubs.
- The application includes copies of your 1098-E tax documents from your 2013 or 2014 Income Tax Return.
- Application is for an eligible loan in which applicant still owes \$5,000 or greater.
- The application includes credit agreement/loan agreement/promissory note verifying eligibility of loan.
- The application includes most recent billing statement from lending agency, showing that all payments are current.
- Please use binder clips or paper clips instead of staples.