

## JAG Application Checklist

**Applicant:** \_\_\_\_\_

**Amount  
Requested:** \_\_\_\_\_

- General Administrative Information – Page 1
  - Applicant Information Complete
  - Type of Agency is Marked
  - Project Director Information Complete
  - Fiscal Officer Information Complete
  - Amount Requested is Complete
  - Local Funds Committed
  - Number of Years Previously Funded is Provided
  - Estimated Number to be Served is Provided
  - Geographic Area to be Served is Provided
  - Total Population for Geographic Area Provided
  - DUNS and FEIN Numbers are Provided
  - Project Title is Provided
  - Project Description is Provided
  - Authorized Official Information is Complete – with ORIGINAL Signature
  
- Budget Information – Pages 2 - 4
  - Budget Summary (Complete with Applicant Name and FEIN Number)
  - Funding Strategy Complete
  - Budget Detail Provided (including proper match detail)
  - Budget Justification Provided (Detailed w/match included & labeled)
  - Math on all Budget Pages is Correct (including Match info)
  
- Project Narrative – Page 5

Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to (and in this order):

  - Problem Statement
  - Program Description and/or Solution to the Problem
  - Program Assessment/Evaluation
  - Strategic Plan for Project
  
- Goals and Objectives – Page 6

At least one goal and at least one objective for each goal is required for each program requesting funding. An activity, an outcome measure, and an implementation schedule are required for each objective.
  
- Collaboration Participants – Page 7
  - List of Members Provided
  - Contact Information for all Participants

- Hiring Procedures and Job Descriptions – Page 8  
Hiring procedures, job descriptions, and applicable resumes are provided for each position requesting personnel funding. (Resumes not required for law enforcement)
  
- Attachments A through D
  - Operational Budget and 3-year Plan
  - Plan of Sustainability
  - Other Required Program Information
    - Current Task Force MOU included for all TF applications
    - Law Enforcement Entry Level Salary Certifications for all Law Enforcement positions requested (must have ORIGINAL signature from either Chief of Police or Sheriff)
    - Prevention Resource Officer Board of Education Agreement
    - Memo of IBR Compliance from WVSP (required for ALL participating entities)
    - 501c3 Documents and Articles of Incorporation for all non-profit projects
    - Active CCR Documentation
  
- Standard and Special Conditions – ORIGINAL signature of the Authorized Official MUST be provided.
  
- Application falls under PRO, Task Force, or New Innovative Program Abstract**