THE KOHALA CENTER®

GENERAL GRANT APPLICATION CHECKLIST

This checklist is for organization and reference purposes only. When applying for a specific funding opportunity always refer to the Request for Proposals or equivalent notice of solicitation document to verify all program requirements, deadlines, and eligibility criteria.

Applicant name:_____
Grant program name:_____
Final deadline:_____
Target submission date:_____

APPLICATION INSTRUCTIONS
___Request for proposals (RFP) or equivalent notice of solicitation document
___Application forms
___Application templates including proposal and budget narrative as well as budget table
___Verify correct deadline and required form of submission

FEDERAL/STATE COMPLIANCE
___Duns and Bradstreet Number (dnb.com/)
___System for Award Management Cage Code with Expiration Date (sam.gov/)
___Certificate of Good Standing (vendors.ehawaii.gov)
___Grants.gov username and password (grants.gov)

BUSINESS or ORGANIZATION DOCUMENTS
___Employer Identification Number or other Tax Identification Number
___Articles of incorporation
___By-laws
___Up to three years of annual tax returns for the applicant entity
___Evidence of site control (i.e., lease agreement, property tax record, deed)
___Financial statements (profit/loss statement, balance sheet)
___Financial documents such as bank or credit statement to verify matching funds for project
___Corporate resolution with name and title of person(s) authorized to sign for organization
___Corporate resolution or letter of approval from Board of Directors
___Board of Director Member List

APPLICATION NARRATIVE
___Review evaluation criteria and gather information to respond strongly to all criteria
___Summary of project objectives and outcomes and demonstration of responsiveness to RFP
___Narrative description of applicant entity (history, operations, performance to date)
___Statement of need justifying why the project is relevant, unique, and beneficial
___Project budget and narrative justification
___Objective work plan (including project objectives, activities, outcomes, timeline, evaluation)
___Description of qualifications of personnel and applicant entity to implement the project
___Description of how you will sustain the project beyond the project period

APPLICATION ATTACHMENTS
___Professional resumes and biosketches for project personnel, including applicant
___Letters of commitment from project personnel, including applicant
___Letters of commitment and quotes for services from third-party consultant(s)
___Letters of support from third-party organizations
___Business or marketing plan; feasibility study; or related supporting documents

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TIMELINE FOR GRANT APPLICATION PREPARATION - SAMPLE

Applicant name:_____
Grant Program Name:_____
Final deadline:_____
Target submission date:_____

✔	Who	What (Sample activities)	By When
		Kick-off meeting; Discuss timeline; Assign actions	
		Draft project budget and plan for matching funds	
		Draft objective work plan with goals, activities, and outcomes	
		Outline remaining narrative sections; do required research and create bibliography	
		Write letters of support templates	
		Request letters from authors (send templates)	
		Submit budget/work plan for feedback to agency	
		Receive all letters of support	
		Complete first draft of narrative	
		Fill out required forms and sign	
		Compile and format appendices	
		Revise and complete second draft of narrative and application package (forms, appendices, etc.); Review/revise	
		Incorporate final revisions Final printing and scanning for records	
		Submit application (electronic, mail, or hand delivery)	
		Final deadline	
		Announcement of Awards	

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✔	Who	What	By When