

SECTION G-H: APPLICATION CHECKLIST

ALL OF THE FOLLOWING AREAS NEED TO BE ADDRESSED AND FORMATTED IN THE ORDER SHOWN BELOW INCLUDING ALL COMPONENTS WITH HEADINGS AND SUBHEADINGS IN EACH DESIGNATED PART.

FORMAT (Make sure all parts of format sequence is followed in the correct order)

- Is the application **double-spaced**, with one inch margins, Times New Roman font no smaller than 12-point, printed on one side of 8 ½" x 11" paper and unbound?
- Is the proposal written and assembled in the same order in which the sections are discussed in the application guide?
- Are the exact headings and subheadings used?
- Is each page consecutively numbered?
- Is the narrative portion of the proposal no more than 20 pages in length?

PART 1 - COVER PAGE (Application Headings and Subheadings are required in the writing format of the grant application)

- Is the Cover Page the top page of the proposal? (Do not include other covers or title pages.)
- Is the original copy of the proposal marked "original" in the upper right corner of the Cover Page?
- Does the total funding requested correspond to the totals listed on the budget summary?
- Is a response given for each unshaded box, if a single applicant?

If a consortium proposal as indicated in box #4 of the Cover page...

- Is a response given for each unshaded box without an asterisk and was the Cover Page addendum completed?

SIGNATURES

- Is the Statement of Assurances page signed by the primary applicant representative with an original signature in blue ink?

If a consortium proposal, as indicated in box #4 of the Cover page...

- Is the Consortia Partners Signature Page signed by an authorized representative of the board of *each* participating organization?

PART 2 - TABLE OF CONTENTS (Use headings and subheadings and address all items)

- Is each page numbered consecutively, including all forms and budget pages?
- Are each of the major parts and subparts of the proposal listed in the order of format and in the table of contents along with the appropriate page number?

PART 3- ABSTRACT (All items addressed in designated format sequence)

- Is the abstract provided and is it one page or less in length?

PART 4 - ABSOLUTE AND COMPETITIVE PRIORITIES (All items addressed in designated format sequence)

- Is information provided on whether the applicant meets the absolute priority and one or all of the competitive priorities?
- Does the application data for the funding priorities match the data documented in the 2008 - 2009 Idaho Title I Eligible Schools Report as of March 2009.

If serving more than one school building:

- Is the Cover Page Addendum completed?
- Do at least 50% of the school buildings to be served have a Title I schoolwide program or have at least 40% of their students who qualify to receive free or reduced-cost meals?
- If it is proposed that a school be served that does not have a Title I schoolwide program or have at least 40% of their students who qualify to receive free or reduced-cost meals, does the school meet some of the competitive funding priorities?

PART 5- NEED (All items addressed in designated format sequence)

- Does the Need section narrative provide all of the documentation requested?
- Is data provided that supports the need statements?
- Are results of a community needs assessment provided?
- Is documentation provided of the lack of community services to address identified needs?
- Are at-risk factors identified and substantiated with data?
- Are academic needs and the need for academic support outside of the regular school day documented?
- Is a summary of how the project will improve student achievement and reduce identified risk factors provided?

PART 6 - PROJECT DESIGN (All items addressed in designated format sequence)

6 - Required Components

- Are plans provided to achieve state licensure of the site(s) by the project start date (non-school sites only)?

6A - Plan of Operation Table

- Do the objectives focus on each following areas?
 - measurable student learning outcomes in one or more core academic areas
 - social benefits and positive behavioral changes
 - family and community involvement
 - individual attendance and participation expectations.
- Are the objectives specific and measurable as indicated by including the four requested components?
 - who will be served
 - the behaviors the project is designed to change
 - the major elements of the project that will impact behavior
 - degree or criterion of success
- Are annual expectations of progress for each objective provided?
- Are all seven components of the Plan of Operation Table provided?
 - objectives
 - annual expectation of progress
 - activities to achieve objectives
 - time frame for and frequency of activities
 - personnel required
 - primary resources needed

- data / information to be collected

6B - Plan of Operation Narrative

- Is a schedule of operation for each proposed site provided?
- Are the hours and days that services will be provided per site for year 1 provided?
- Is documentation provided that appropriate snacks/meals will be served?
- Was a description provided of how the activities are expected to improve student achievement, behavior and social interaction?
- Was a dissemination plan described?
- Was a transportation plan provided?
- Was scientifically-based research cited to provide evidence that project strategies are likely to attain the intended outcomes?

6C - Management Plan

Staffing

- Is staffing information provided?
- Does the proposal include a full-time director or is there an explanation of why this isn't necessary?
- Is the FTE provided for each staff member at each site?
- Is a plan for using paraprofessional and community volunteers provided?
- Are plans for initial and ongoing training of all staff members and volunteers provided?

Collaboration and Partnerships

- Was a description provided of how 21st CCLC funds will be used with other federal, state and local programs to achieve project outcomes?
- Were the types of contributions by each local partner summarized?
- Was evidence of prior experience or promise of success for each partner provided?
- Was a description of how the program was developed and will be carried out in active collaboration with the schools the students attend provided?
- Was a description of how you will collaborate with other agencies to provide services provided?
- Was a description of how input was/will be sought out from those affected by the project provided?
- If an advisory group is proposed, was a list of the members, the constituency they represent and a description of their role provided?

Sustainability

- Was a description of a preliminary plan for how the center will continue after grant funding ends provided?
- Were the investments that each partner will make after the grant funding ends described?

Equitable Access

- Was a fee for services addressed, including scholarship and sliding scale mechanisms?
- Was the plan for equitable access and participation provided?
- Was the plan for outreach and to eliminate barriers that could impede equitable access due to limited English proficiency described?

- Were the steps that will be taken to ensure equitable access for non-public school youth who meet the eligibility requirements described?
- Was the plan to provide literacy and related education development to families of children served by the program described?

Center Location

- Was the center location documented and described?
- Was a letter of commitment from the school principal or CBO director to document that the program will have access to needed space and resources provided in the Appendix?
- If proposing to provide services at a non-school site, was the additional information requested on page A-17 of the Application provided?

Fiscal Management

- Was the fiscal agent identified and their responsibilities listed?
- If other than a public school district or educational service unit, were the three additional informational items addressed?
 - previous experience administering local, state, or federal grants of similar dollar
 - value proven fiduciary responsibility as demonstrated through annual audits
 - linkage with the school district(s) and the school site(s) to be served

PART 7 - EVALUATION (All items addressed in designated format sequence)

- Were the plans for gathering data provided in the Idaho 21st CCLC Management System for evaluation described?
- Were yearly expectations for progress toward objectives provided?
- Were the plans for submitting annual outcome-based data for evaluation provided?
- Were the plans for submitting annual outcome-based data for positive behavioral changes provided?
- Were the plans described to ensure the school district and collaborating partners will share data required for evaluation?
- Were the plans for dissemination of project progress/results to stakeholders and others provided?

PART 8 - ADEQUACY OF RESOURCES/BUDGET (All items addressed in designated format sequence)

Part 8A - Adequacy of Resources

- Were the resources and personnel listed in the Plan of Operation Table?
- Was a description provided of how existing school(s) and other resources will be used to carry out project activities?
- Was the adequacy of the budget to meet staffing, staff development, program implementation, supplies, student transportation, program management and evaluation needs discussed?
- Was evidence of sufficient matching/in-kind funds in years 4 and 5 provided?
- Was ownership of property or equipment purchased with 21st CCLC grant monies discussed?

- If applicable, were all waivers pertaining to resources (e.g., exceeding restricted costs) provided in this section?
- Was a minimum of 30% in kind match reflected?

Part 8B - Budget Summary and Budget Justification

- Was the Budget Summary by Total Request (A-34) form completed?
- Was the Annual Budget Justification For Grant Funds Only (A-36) form completed?
- Was the Annual Budget Justification For In-kind/Matching Funds Only (A-38) form completed?
- Does the final budget for grant funds requested include only allowable expenditures?
- Are all mandatory budget items budgeted either in grant funds or in-kind/matching contributions?
- Were the limits on restricted costs observed or was a waiver requested?
- Were the budget figures rounded to the nearest whole dollar on all forms?
- Has the internal math in the Annual Budget Justification, as well as the totals in the columns, been verified? Do the amounts match?
- If applicable, were the pre-printed numbers on the forms replaced with appropriate, consecutive page numbers?

PART 9 -CURRENT STATE 21st CCLC GRANTEES ONLY (All items addressed in designated format sequence)

Only applicants who received funding during the 2009-2010 program years should provide the following information.

- Were project goals, including student attendance identified?
- Was evidence of goal achievement since grant inception based on the annual yearly progress report data available provided?
- Were project goals/objectives indicated on the most recent successful application, including student attendance provided for every year since project inception?
- If this section does not apply, is the Part 9 heading and the words "Not Applicable" written?

PART 10 -APPENDIX (All items addressed in designated format sequence)

- Were letters of commitment provided?

SUBMITTING THE APPLICATION

- ALL OF THE AREAS WERE ADDRESSED AND FORMATTED IN THE ORDER REQUESTED INCLUDING ALL COMPONENTS WITH HEADINGS AND SUBHEADINGS IN EACH DESIGNATED PART.**
- Was the proposal limited to the information requested?
- Am I prepared to send one original and six copies (for a total of seven copies) of the entire application?
- Did I retain a copy of the proposal for my files? (No application materials will be returned.)
- Did I verify the mailing or hand/courier delivery instructions? (If the application will be sent through the U.S. mail, make sure it is postmarked by the U.S. Postal Service at the counter. A private meter mark is not acceptable proof of the date of mailing.) **It must be in our office by 4 pm MST, January 29, 2010.**

NOTE: Applicants will not be notified of missing information or incorrect completion of application elements.