**2019 AmeriCorps Planning Grant**

**Application Checklist**

**Instructions:** A “complete” AmeriCorps application consists of **an electronic copy of items #1-7** in the order as stated in the checklist below. Place a checkmark [√] next to each item included in your application. ***You must include a signed copy of this checklist with your application.***

Legal Applicant Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AmeriCorps Program Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*I’ve reviewed our AmeriCorps grant application submitted to CV and certify that all required documents are complete, accurate, and in the required CV forms and format.*

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Signature of Authorized Applicant Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Title of Person Signing

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| **√ or NA** | **Application Components** |
|  | 1. Application Checklist
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|  | 1. AmeriCorps Planning Grant Title Page
 |
|  | 1. Project Narrative

□ no more than **10** double-spaced, single-sided, pages in­ portrait format□ 12 point Times New Roman font□ One-inch margins□ Use CV narrative headings in the order provided |
|  | 1. Budget Narrative & Budget Form (Must use CV Excel Template)
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|  | 1. Organizational Self-Assessment Form [must be signed and dated by authorized agent]
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|  | 1. Financial Management Survey and required supporting documents
	* Financial Management Survey (Completed and Signed)
	* IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status
	* Internal Revenue Service Form 990 “Return of Organization Exempt from Income Tax” including all applicable schedules and attachments; if Form 990 filing can be downloaded, provide the website address.
	* Audited financial statements including auditor’s Management Letter (single audit, or other audits if not subject to federal audit requirements).
	* List of federal grants, cooperative agreements, contracts, and subgrants/sub-contracts awarded to the organization in the last two years including the identifying award numbers, amounts, and awarding agencies.
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|  | 1. Authorization, Assurances ,and Certification [Signature Page signed & dated by authorized agent]
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