### California For All Emergency Preparedness Campaign

**AmeriCorps Application Checklist**

**Instructions:** A “complete” AmeriCorps application consists of **one original of items #1-12** and **five copies of items #1-7** **in the order** as stated in the checklist below. **Electronic submission** of items #2, 7-8 & 11-12 via email to Funding@cv.ca.gov must be received by the submission deadline. Place a checkmark [√] next to each item included in your original application and copies of your application submitted. Write “NA” next to each item that was not applicable to you and therefore, was not included as part of your application. ***You must include a signed copy of this checklist with your hardcopy application.***

Legal Applicant Organization Name:

AmeriCorps Program Name:

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

Signature of Authorized Applicant Representative Date

Print Name Title of Person Signing

|  |  |
| --- | --- |
| ­­**√ or NA** | **Preliminary Application Items** |
| **Original**(#1-12) | **Copies** (#1-7) | **Electronic**(#2, 7-8 & 11-12) |
|  |  |  | 1. **Application Checklist**
 |
|  |  |  | 1. **Program Summary Form**
 |
|  |  |  | 1. **Logic Model –**must use CV format and not exceed 3 pages
 |
|  |  |  | 1. **Program Diagram**—must include:

□ Member supervision & staffing structure for budgeted staff positions, titles, percentage of time on grant□ Member placement site names□ # of member slot types per site□ # of high-need beneficiaries per site |
|  |  |  | 1. **Program Narrative**

□ no more than 10 double-spaced, single-sided, pages□ 12 point Times New Roman font□ One-inch margins□ Use CV headings in the order provided |
|  |  |  | 1. **California Performance Measurement Worksheets** [PMWs]—must include PMW Summary, Primary Needs & Service, Common Member Development, & Common Strengthening Communities
 |
|  |  |  | 1. **Budget Form & Budget Narrative**
 |
|  |  |  | 1. **Labor Organization Certification**--must be signed and dated by authorized agent

□ If Option 1 checked, written concurrence from appropriate labor organization included□ If Option 2 checked, written response to questions “a” and “b” included point □ If Option 3 checked, written justification included |
|  |  |  | 1. **Organizational Self-Assessment** –must be signed and dated by appropriate agent
 |
|  |  |  | 1. **Assurances and Certification**--must be signed & dated by authorized agent
 |
|  |  |  | 1. **Financial Management Survey and Supporting Documents**—only include the signed Financial Management Survey hardcopy. All supporting documents must be submitted electronically.
 |
|  |  |  | 1. **Indirect Cost Rate Agreement** [if applicable]
 |