### 2019 AmeriCorps Service Fellowship Grant Application Checklist

**Instructions:** A “complete” AmeriCorps application consists of **one original of items #1-14** and **three copies of items #1-7 and 12-13** **in the order** as stated in the checklist below. **Electronic submission** of all items via email to [Funding@cv.ca.gov](mailto: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**  (#1-14) | **Copies** (#1-7 & 12-13) | **Electronic**  (#2, 7, 9, 10, 13) |
|  |  |  | 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 14 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 Primary Needs & Service and Common Fellow Development |
|  |  |  | 1. **Budget Form & Budget Narrative** |
|  |  |  | 1. **Evidence Base Supporting Documents** [if applicable] |
|  |  | 1. **Financial Management Survey and Supporting Documents**—only include the signed Financial Management Survey hardcopy. All supporting documents must be submitted electronically. |
|  |  | 1. **Federally Approved Indirect Cost Rate Agreement** [if applicable] |
|  |  | 1. **Assurances and Certification**--must be signed & dated by authorized agent |
|  |  |  | 1. **Planning Grant Narrative** [if applicable]   □ no more than 7 double-spaced, single-sided, pages  □ 12 point Times New Roman font  □ One-inch margins  □ Use CV headings in the order provided |
|  |  |  | 1. **Planning Grant Budget Narrative** [if applicable] |
|  |  |  | 1. **Request to Waive Requirements** [if applicable, must not exceed 1 page for each item]    1. **Request to Waive Minimum Program Size**    2. **Request to Waive Minimum Number of Members per Service Site** |