

Use the following checklist to ensure that you have included everything in your application for funding. The planning committee will score each section.

**Application Elements:**

All parts of the application are present:

- cover sheet
- project summary
- project work plan
  - statement of need
  - goals/objectives
  - outcomes
  - action plan
  - timeline
  - evaluation strategies
  - budget form and narrative
  - diversity and inclusion statement
  - letters of support

**Summary:**

- Goals and objectives are realistic.
- Achievement of goals is likely to result in the project's targeted outcomes.
- Activities are specific and clearly stated.
- Timelines are suitable for achieving goals and objectives.
- Demonstrates understanding and commitment to full inclusion for persons with disabilities, including those with intense support needs.

**Qualifications of Applicant:**

- Information about your organization and key project staff is provided.
- How individuals with disabilities and their family members will participate.
- Description of any partnering organizations.
- Shows ability to collaborate successfully with families and community and/or state agencies providing services to persons with disabilities.
- Demonstrates ability to collaborate effectively with state agencies providing services to persons with disabilities.
- Previous experience with similar projects.
- Unique characteristics or experiences of your organization or project staff.
- Fiscal stability and capability to manage contract dollars.

**Statement of Need:**

- Explains the purpose of the project.

- Describes how the project will address current unmet needs of individuals with developmental disabilities.
- Explains how the project will promote self-determination, independence, productivity, integration, and inclusion of individuals with developmental disabilities in all aspects of community life.
- Clearly identifies the target population.
- Includes the number of individuals with developmental disabilities that will benefit from the project.

#### **Goals/Objectives:**

- Goals and objectives reflect the expected outcomes of the project.
- Goals and objectives address the overall needs to be met by the project.
- Includes a goal/objective for the continuation of the project after the funding period.
- Addresses the potential for replicability of the project by another organization.

#### **Outcomes:**

- Outcomes reflect the goals and objectives of the proposal.
- Outcomes are specific.
- Outcomes are clearly stated.
- Outcomes are measurable

#### **Action Plan:**

- Clearly demonstrates how the action plan connects to the proposal's goals/objectives and outcomes.
- Shows how the evaluation strategies are linked to the goals/objectives and outcomes.
- Clearly indicates the ability to meet the requirements within the specified time frame.

#### **Timeline:**

- Outlines a clear and detailed plan for execution.
- Specifies the start and end dates of the activity.
- Includes intermediate milestones to track progress.
- Breaks down each phase into manageable steps.
- Assigns responsibilities for team members to ensure accountability.
- Designed to align with the project's overall goals and objectives.
- Allows sufficient time for each task to be completed thoroughly and efficiently.

#### **Evaluation Strategies:**

- Includes specific information to be collected from all participants.
- Specifies when the information will be collected.
- Adequately determines whether the project's outcomes meet the needs identified in the proposal's "Statement of Need."

#### **Budget Form and Narrative:**

- Completed Budget Form
- Budget Narrative

- Justification for each budget category.
- Details about how funds will be used.

**Diversity and Inclusion:**

- Describes how the organization will conduct outreach to diverse communities.
- Explains how the organization will ensure inclusive participation across various dimensions, including abilities, race, ethnicity, sexual orientation, gender, and other marginalized communities.

**Letters of Support:**

- Include at least 2 Letters of support from:
  - Individuals (outside of your organization).
  - Other organizations participating in the project.
- Include letters confirming any match or services provided by individuals or organizations.