



Use the following checklist to ensure that you have included everything in your application for funding. Incomplete applications will not be considered.

Application Elements:

- ☐ [Cover Sheet](#)
- ☐ [W-9 Tax Form](#)
- ☐ Board Resolution or Ownership Disclosure
- ☐ Project Summary
- ☐ Qualifications of Applicant
- ☐ Project Work Plan
 - 1. Statement of Need
 - 2. Goals and Objectives
 - 3. Outcomes
 - 4. Action Plan
 - 5. Timeline
 - 6. Evaluation Strategies
 - 7. [Budget Details](#)
 - 8. 2 Letters of Support

Project Summary:

- ☐ Goals and objectives are realistic and achievable.
- ☐ Activities are specific and clearly stated.
- ☐ Timeline allows enough time to meet goals.
- ☐ Shows commitment to full inclusion of people with disabilities, including those with the most significant support needs.
- ☐ Explanation of how people with disabilities and family members will participate.
- ☐ Description of any partner organizations and their roles.

Qualifications of Applicant:

- ☐ Description of your organization and key staff.
- ☐ Evidence of experience with similar projects.
- ☐ Evidence of collaboration with families, community partners, and state agencies.
- ☐ Fiscal stability and ability to manage contract funds.

Project Work Plan:

1. Statement of Need:

- ☐ Clear explanation of the project's purpose.
- ☐ Description of unmet needs the project will address.
- ☐ Explanation of how the project will promote independence, self-determination, productivity, and inclusion.
- ☐ Identification of target population and number of people who will benefit.

2. Goals/Objectives:

- ☐ Goals and objectives match expected project outcomes.
- ☐ Goals and objectives address identified needs.
- ☐ At least one goal or objective supports continuation or replication after funding ends.

3. Outcomes:

- ☐ Outcomes are clear, specific, and measurable.
- ☐ Outcomes directly reflect the project's goals and objectives.

4. Action Plan:

- ☐ Action steps are linked to goals, objectives, and outcomes.
- ☐ Steps are listed in order and responsibilities are assigned.
- ☐ Evaluation strategies connect to goals, objectives, and outcomes.

5. Timeline:

- ☐ Timeline lists start and end dates for each activity.
- ☐ Timeline includes milestones to track progress.
- ☐ Timeline breaks activities into manageable steps.
- ☐ Timeline allows enough time to complete tasks thoroughly.
- ☐ Timeline aligns with project goals and objectives.

6. Evaluation Strategies:

- ☐ Plan describes what information will be collected from participants.
- ☐ Plan specifies when data will be collected.
- ☐ Plan shows how data will measure project outcomes and needs identified.

7. Budget Form and Narrative:

- ☐ Completed Budget Form.
- ☐ Budget Narrative with:
 - Justification for each budget category.
 - Clear explanation of how funds will be used.

8. Letters of Support:

- ☐ At least two letters of support included:
 - From individuals outside your organization.
 - From partner organizations involved in the project.
- ☐ Letters confirm any match contributions or services provided.

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