DIG DEEP
We dig deep so you don't have to.

Resource Library Tool #300-6
APPLICATION REVIEW CHECKLIST

Category	Consideration	High	Med	Low	N/A	Notes
Funding Program Parameters						
Applicant Eligibility	Does your organization meet all of the applicant eligibility requirements? If not, can you apply through a fiscal sponsor?					
Program Eligibility	Does your project meet the program priorities and match eligible reimbursement project expenses?					
Timeline	Can you craft a solid proposal by the deadline date? Can your project fit into the project start and end dates outlined in the RFA?					
Award and Match	Can you request enough money to justify the resources necessary to complete a proposal AND meet the match requirements?					
Authority to Proceed	Do you have authority from your governing body to pursue these funds?					
Application Content						
Narrative	Is your project a close enough match to program priorities, project eligibility, and scoring criteria to create a competitive narrative?					
Budget/Financials	Are the resources available to provide financial project information, particularly if this information will come from another department?					
Project Data/Statistics	What statistics are required within the application? Is this information available or obtainable in time for submission?					
Application Supplements						
Project Materials	Do you have or can you obtain by the deadline any project support materials requried by the funder such as project area maps, design documents, engineering plans, etc.?					
Forms	Can you obtain or provide all required forms such as SF424 (for Federal grants), Land Use Compatibility Statement (LUCS)?					

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Permits	Do you have or can you obtain any project permits by the time they're required by the funder?					
Environmental Requirements	Can your organization afford to go through an environmental crosscutting process and complete the process before your project starts?					
Letters of Support	Does your project have adequate support? Can you obtain formal letters of support?					
Post-Award Administration						
Hiring Requirements	Can your organization meet the funder's hiring and employment requirements?					
Promotion and Signage	Is your organization willing and able to promote the funding agency as stipulated by the award contract?					
Progress Reports	Do you have the processes in place and resources available to submit regular progress reports and reimbursement requests?					