

ANA GRANT APPLICATION CHECKLIST

Deadline to apply: _____ Date by which to mail: _____

Eligible applicants should assemble proposals in the following order:

PART ONE - Required Forms, Certification and Documents

- Table of contents
- Standard Forms 424, 424A, and 424B
- SF-LLL – Certification regarding Lobbying
- Certification Regarding Environmental Tobacco Smoke
- Certification Regarding Maintenance of Effort
- Proof of Non-Profit Status (if applicable)
- Resolution
- Governing Board Membership Documentation (if applicable)
- Grant Application Data Summary (GADS) Form (not applicable to NAHMI & Environmental Mitigation)
- Indirect Cost Agreement
- Audit letter and list of federal expenditures (if applicable)
- Objective Work Plan(s)
- ANA Project Abstract form
- Non-federal share of waiver request (if applicable) (SEDS, Environmental Regulatory Enhancement and Special Initiatives only)
- Logic Model (for Improving the Well-Being of Children/Healthy Marriage Initiative only)

PART TWO – Application Review Criteria (Maximum of 40 pages excluding OWP, Line Item Budget and Budget Justification)

- Criteria One - Introduction & Project Summary
- Criteria Two - Need for Assistance
- Criteria Three – Project Approach
- Criteria Four - Organizational Capacity
- Criteria Five – Project Impact/Evaluation
- Criteria Six - Budget and Budget Justification/Cost Effectiveness

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FORMAT REQUIREMENTS (Part II Only):

- 8.5 x 11 inch paper – printed on one side
- 1.5 line spacing
- No less than .5 inch margin on all sides
- 12-point Times New Roman Font
- Clearly marked Parts and Sections (use ANA-prescribed headings)

(Above formatting requirements do not apply to the Project Abstract form, Letters of Commitment, Table of Contents, Objective Work Plan or the Budget and Budget justification)

PART THREE- Appendices (Maximum of 20 pages excluding third party agreements & business plan if relevant)

- Support Documentation

ENSURE YOUR APPLICATION INCLUDES THE FOLLOWING

- All signatures by an authorized representative
- DUNS number on SF424
- All pages numbered consecutively in Part Two section
- Federal request is equal to or below the ceiling amount
- Application and 2 copies are unbound

***The program announcement is the final authority on proposal content and format. Please review the most current program announcement published in *Grants.gov* prior to assembling your proposal.**