

**Sexual Risk Avoidance Education Grant
Application Checklist**

To be completed by the applicant and included as the last document in the packet

CHECKLIST ITEMS	SPECIFICATIONS	Y, N, or N/A
1. Cover Page	Includes authorized signature	
2. Table of Contents	Major application sections are identified with page numbers	
3. Project Narrative	Does not exceed page limits.	
A. Project Summary		
B. Statement of Need		
C. Objectives		
D. Project Plan		
E. Evaluation Plan	Supporting documentation in appendices	
F. Management Plan	Supporting documentation in appendices	
G. Collaboration	Supporting documentation in appendices	
4. Budget Information Forms		
A. Proposed Budget Summary (Attachment IV)	All totals balance, does not exceed funding level requested	
B. Budget Narrative (Attachment V)	All totals balance, computations are included, justification is included, matches budget summary	
5. Other Required Forms	Includes authorized signature	
A. Written Assurance of Compliance		
B. Performance History Summary		
C. Proof of Corporate or Non-Corporate Status		
6. Appendices		
• Performance History Supporting Documentation as applicable	Most recent progress report, most recent monitoring tool	
• Management Plan Supporting Documentation	Organizational Chart, Board of Directors List	
• Collaboration Supporting Documentation	Letters of Support	
• Other Applicant Appendices (as applicable)		
7. Application Checklist		
<i>Application follows the Order of Application Package required in Section 4.2. All pages are numbered consecutively, including Appendices. Application is typed in font size Arial 12 with one-inch page margin.</i>		