


FY 2015 Citizenship and Integration Grant Program Applicant Checklist

	Section	Page #	Required by Grants.gov	Non-Responsive if Missing	Required Attachment
Forms:					
	D.1	8	X	X	Form SF-424, Application for Federal Assistance
	D.2	9	X	X	Form SF-424A, Budget
	D.3	9	X	X	Form SF-424B, Assurances for Non-Construction Programs
Required Documents:					
	D.4	9		X	Project Abstract (single-spaced, 3 page maximum)
	D.5	12		X	Project Narrative (double-spaced, 15 page maximum)
	D.5	13		X	<i>Heading A: Citizenship Instruction Program</i>
	D.5	15		X	<i>Heading B: Naturalization Application Services Program</i>
	D.5	17		X	<i>Heading C: Integration of Services</i>
	D.6	17			Project Narrative Attachments:
	D.6	17			<ul style="list-style-type: none"> • A copy of the curriculum described in the project narrative
	D.6	18			<ul style="list-style-type: none"> • Résumés of key personnel or position descriptions for vacant key positions (1 page each)
	D.6	18			<ul style="list-style-type: none"> • An organizational chart that shows the leadership and staff structure for both the primary applicant and any sub-awardee(s)
	D.6	18			<ul style="list-style-type: none"> • Memorandum of Understanding (MOU) with proposed sub-awardee(s), signed by all parties (if applicable)
	D.7	18			Program Goals
	D.8	19		X	Budget Table and Narrative (double-spaced, no page limit)
	D.8	20			Negotiated Fringe Benefit Agreement (if applicable)
	D.8	23			Indirect Cost Agreement (if applicable)
	D.9	23			Documentation of Non-profit and/or Public Status (for applicant and sub-awardee)