Appendix 5
Juvenile Justice Councils
Application Checklist

**ALL Applications MUST include the following mandatory forms/attachments in the order identified below (unless indicated as “Existing Councils Only”):**

1. Uniform State Grant Application
2. Proposal Narrative
   - Executive Summary
   - Council Qualifications
   - Quality - Description of Program/Services
   - Evaluation
   - Budget Narrative
3. Attachments to Your Application
   - Attachment A – Council Membership
   - Attachment A1 - Juvenile Justice Council Minutes (Existing Councils Only)
   - Attachment B – Coordinator’s Job Description/Resume
   - Attachment C-FY16 Data Report (Existing Councils Only)
   - Attachment D1 - Timeline to Access and Report Data.
   - Attachment D2 - Timeline to Analyze Data.
   - Attachment D3 - Timeline for System Map.
   - Attachment D4 - Timeline for County Juvenile Justice Plan
     (Attachments D1-D4 can be combined into one document)
   - Attachment E: Local Council System Map (Existing Councils Only)
   - Attachment F: County Juvenile Justice Plan (Existing Councils Only)
   - Attachment G1 – Uniform Budget Template & Worksheet
   - Attachment G2 – Copy of Federal Form W9 for the Applicant Agency
   - Attachment G3 – Copy of currently approved NICRA if indirect costs are included

*If Subcontractors will be used, also include the following:*

- Attachment C-Subcontractor Agreement
- Attachment C1-Subcontractor Uniform Budget Template and Worksheet
- Attachment C2-Copy of Federal Form W9 for the Subcontractor Agency
- Attachment C3-Copy of approved NICRA for Subcontractor Agency if indirect costs are included