Appendix 7
Juvenile Justice Systems Improvement
Application Checklist

ALL Applications MUST include the following mandatory forms/attachments in the order identified below:

1. Uniform State Grant Application
2. Proposal Narrative
   ☐ Executive Summary
   ☐ Qualifications
   ☐ Quality - Description of Program/Services
   ☐ Evaluation
   ☐ Budget Narrative
   ☐ Attachments to Your Application
      ☐ Attachment A – Job Description(s) for any grant funded personnel
      ☐ Attachment B1 – Uniform Budget Template & Worksheet
      ☐ Attachment B2 – Copy of Federal Form W9 for the Applicant Agency
      ☐ Attachment B3 – 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