

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