DOJ-PROP56-2021-22-1

APPLICATION CHECKLIST

This checklist is offered as a tool for agencies who intend to submit an application; and should <u>not</u> be submitted with the application package.

APPLICATION DEADLINE: <u>APRIL 14, 2021</u>

Applications MUST be postmarked or received by the above date (no exceptions)

SUMMARY

Description	
Funding Requested	
Funding Duration	
Goals and Objectives Summary	

PROBLEM STATEMENT

Geographic area to be served	
Tobacco rates and patterns	
Other known factors	

PROJECT DESCRIPTION

Goals	
Measurable Outcomes	
Timelines	
Narrative Description	
Letter(s) of Intent (joint applications)	

PROJECT PERSONNEL

Personnel narratives	

BUDGET

Budget Detail Sheet (Excel)	
Budget Narrative	
Travel costs are within State rates, rules, and regulations.	
Unallowable costs are removed from application.	
Other funding sources.	