

DOJ-PROP56-2023-24-1

APPLICATION CHECKLIST

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

APPLICATION DEADLINE: June 21, 2023

Applications MUST be received by the deadline (no exceptions).

COVER SHEET

Contact information for authorized individual	
Secondary contact information for authorized individual	

SIGNATURE PAGE

Signatures of authorized individuals, names, titles, dates	
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SUMMARY

Description narrative	
Funding Requested	
Funding Duration	
Summary of Goals and Objectives	

PROBLEM STATEMENT

Geographic Area to be Served narrative	
Tobacco Rates and Patterns narrative	
Other Known Factors narrative	

PROJECT DESCRIPTION

Goals	
Measurable Outcomes	
Timelines	
Narrative Descriptions	
Letter(s) of Intent from partnering agencies	

PROJECT PERSONNEL

Personnel narratives	
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BUDGET

Budget Detail Template (Excel)	
Budget Narrative	
Travel costs are within State rates, rules, and regulations	
Restricted items/unallowable expenses are removed from application	
Certification of non-supplanting (checkbox)	
Other Funding Sources narrative	
Previous Award(s) Accomplishments narrative	
Previous Award(s) Comparison narrative	