

Public Funding Grant Application Checklist

Pre-Application Registration

- Confirm active SAM.gov registration (renew annually)
- Verify UEI number (Unique Entity Identifier)
- Register or log in to Grants.gov (or relevant portal)
- Identify eligibility criteria and confirm your organization qualifies

Funding Opportunity Research

- Review full Notice of Funding Opportunity (NOFO) / RFP
- Confirm deadline and submission instructions
- Note match requirements, funding limits, and performance period
- Attend bidder's conference or agency webinar (if offered)

Internal Readiness & Coordination

- Assemble grant team (lead writer, budget staff, program leads, etc.)
- Review alignment with strategic priorities or city goals
- Confirm data access and partner roles

Required Forms & Registrations

- SF-424 (Application for Federal Assistance)
- SF-424A or C (Budget Information for Non-Construction or Construction)
- SF-LLL (Disclosure of Lobbying Activities, if applicable)
- Assurances and Certifications (e.g., SF-424B)
- MOUs or letters of support from partners (if required)
- Resumes or bios of key personnel
- Organizational chart and board roster

Narrative Components

- Executive Summary / Abstract
- Statement of Need – include data and community voice
- Goals & Objectives – SMART and aligned with NOFO/RFP
- Program Description / Work Plan – clear activities and timeline
- Outcomes & Evaluation Plan – how impact will be measured
- Organizational Capacity – past performance, team, systems
- Sustainability Plan – how program will continue after funding

Budget & Financials

- Line-item budget and justification
- Indirect cost rate agreement (or de minimis 10% rate)
- Documentation of matching funds or leveraged resources (if required)
- Most recent audited financial statements
- Cost allocation plan (if applicable)

Attachments & Appendices

- Logic model or theory of change (if requested)
- Maps, diagrams, or photos (if relevant)
- Evaluation tools or sample assessments
- Required certifications or conflict of interest policies

Final Review & Submission

- Proofread full application (clarity, formatting, grammar)
- Verify file naming and format requirements
- Confirm all forms are signed and dated
- Upload and submit on time via correct portal
- Save confirmation receipt or submission ID