

## **PROPOSAL SUBMISSION CHECKLIST**

All items listed below must be submitted as part of the overall proposal.

### **Iowa AmeriCorps Grant Application**

- Application submitted in eGrants. Include in grant:
  - “AmeriCorps” in title of program/project
  - Two statewide performance measures
- Eight (8) hard copies of grant application printed from eGrants and postmarked on or before November 7, 2007. The following sections should be printed and mailed to ICVS, ATTN: AmeriCorps Grant at 200 E. Grand Ave., Des Moines, IA 50309.
  - Application for Federal Assistance
  - Budget
    - \$500 training for ICVS training and events
    - 1% State Commission Fixed Amount
  - Budget Narrative
- List of members of organization’s Board of Directors
- Copy of most recent agency audit or financial review
- Organizational Chart
- Program Director Job Description
- List of Proposed Project Sites
- Three letters of support from community partners (not required for competitive continuation applicants)