Grant Submission Checklist

The following are areas that we often see are completed incorrectly in the AmeriCorps grant application process. Please review this checklist carefully prior to your AmeriCorps grant submission. Please note that these items are aligned with the FY 2025 (2025-2026 program year) NOFO and that they may be changed in subsequent NOFOs.

General

☐ System for Award Management (SAM) registration is active for the entire application process.
  - Finalize new registration or renewal at least 3 weeks before the application deadline
  - Ensure that the legal application information in eGrants matches **EXACTLY** the name and address in SAM. For example, 1234 Sesame Street Dr. would **NOT** be considered a match with 1234 Sesame Street Drive.

☐ Application ID at top left of eGrants facesheet indicates correct NOFA was selected
  - Competitive and formula application – ensure that AC is in the application ID
  - National Direct application – ensure that ND is in the application ID

eGrants Sections

☐ **eGrants Application Information Section**
  - Proposed Start Date and Proposed End Date - The dates should be for a full one-year period (i.e. 9/1/24 – 8/31/25)
  - State Application Identifier – "N/A" entered

☐ **Funding/Demographic Section**
  - Number of volunteers listed matches the number of volunteers in the executive summary
  - Other revenue funds – includes funds above and beyond those listed as match that will be utilized to support the program. If a fixed-cost grant then this field must list your program match amount.

☐ **Program Information Section**
  - AmeriCorps Funding Priorities - Selected priority areas match "notice priority" area in the narrative
  - Additional Documents – For the question - How many non-evidence documents did you submit? Do NOT include the Operational and Financial Management Survey.

Narrative

☐ **Overall**
  - Does not contain upside-down question marks (see formatting instructions to easily check and correct for them)
  - Does not exceed 11 pages including facesheet as prints out from eGrants. The end of the "Budget Adequacy" section must be on page 11.
  - Evaluation Summary or Plan, Amendment Justification, Clarification Summary and Continuation Changes all have "N/A" entered for new or recompete applications

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☐ **Executive Summary**
- Does not deviate from required template
- Budget numbers match the budget totals as printed from eGrants

Logic Model
☐ **Overall**
- Does not contain upside-down question marks (see formatting instructions to easily check and correct for them)
- Does not exceed 8 pages as prints out from eGrants.

Budget
☐ Match percentage is correct based on number of program years
☐ Source of match funds amount matches grantee share of budget
☐ Cost per MSY does not exceed maximum cost/msy listed in NOFO.

Additional Documents
☐ Email subject line is "Legal Applicant Name" – "Application ID Number"
☐ Email should include:
- Legal applicant name and its point of contact information
- Application ID number
- List of documents that are attached to the email by filename, labeling each document type according to the above numbered list
- Individually attached file that are clearly labeled, and that include the legal applicant name and application ID number within the file name and heading of each document.

☐ Documents are attached as individual files and **NOT** combined into one file
☐ NOTE: The email size limit is 35 MB. This limit is inclusive of all attachments associated with each email. Emails that are larger than 35 MB will not be received or reviewed. If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as "(1 of 3)".