

FY 2026 21st CCLC RFP
Proposal Submission Requirement Checklist

Reference the following two checklists to assure that all required materials are submitted complete with necessary signatures and other requirements. For detailed requirements for each attachment, refer to the Content and Form of Application Submission section of the NOFO/RFP beginning on page 32. These checklists are for applicant reference. It is advised but not required that applicants submit these checklists with application materials.

ISBE-Provided Attachments

Attachment #	Title Relevant Notes/Requirements	Check when completed and attached.
1	Uniform Application for State Grant Assistance Applicant must sign.	☐
2	Joint Application Agreement - Applicant must sign. - Co-applicant must sign.	☐
3	Program Summary Duplicate as needed to provide additional partner information.	☐
4	Program Sites and Schools Duplicate as needed to provide additional site information.	☐
5	Project Service Chart Duplicate as needed to provide information for additional sites.	☐
6A	Equitable Participation of Private Schools - Public school applicants must consult all area private schools. - School official must complete and sign. - Applicant must sign. - Duplicate as needed for additional private schools. If not applicable, applicant must indicate as such and sign.	☐
6B	Equitable Participation of Public Schools - Private school applicants must consult all area public schools. - School official must complete and sign. - Applicant must sign. - Duplicate as needed for additional public schools. If not applicable, applicant must indicate as such and sign.	☐
7	State-Required Graduation Courses - If applicable, superintendent must sign. - If applicable, fiscal agent must sign. - If not applicable, fiscal agent must indicate as such and sign.	☐
8	Program Goals and Objectives - Complete all four pages, addressing each objective - Duplicate individual pages as needed for additional objectives.	☐
9	Federal Budget Summary - MUST be submitted on the provided form. - Forms from district-based applicants must be signed by the district superintendent. - Forms from other applicants (not districts) must be signed by an authorized representative.	☐
10	Budget Summary Breakdown Duplicate as needed.	☐
11	Program Income If this attachment is not applicable, an authorized official should indicate as such and sign.	☐

12	Proposal Abstract Do not duplicate; responses limited to page provided.	☐
13A-13R	Program Narrative Responses - Respond to every question. - Do not exceed page limits.	☐

Applicant-Generated Attachments

Attachment # (Use provided forms as cover pages)	Title Relevant Notes/Requirements	Check when completed and attached.
14A	Memorandum of Understanding (MOU) Include an MOU between the LEA and the principal of each participating school to be served by the 21st CCLC program and the non-LEA co-applicant (as applicable).	☐
14B	Sample Program Schedule - Provide a sample program schedule of operation for one week of programming for each location. If summer programming is taking place, provide a sample schedule for one week of summer programming, as well. - For each activity proposed in the sample schedule, provide: - Name of proposed activity - Rationale - Description, including covered content - Frequency (e.g., daily, weekly) - Number of sessions - Length of each session (e.g., one hour) - Target population (e.g., grade levels, parents, etc.)	☐