

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 28. 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 <ul style="list-style-type: none"> Relevant Notes/Requirements 	Check when completed and attached.
1	Uniform Application for State Grant Assistance <ul style="list-style-type: none"> Applicant must sign. 	<input type="checkbox"/>
2	Joint Application Agreement <ul style="list-style-type: none"> Applicant must sign. Co-applicant must sign. 	<input type="checkbox"/>
2A	Program Summary <ul style="list-style-type: none"> Duplicate as needed to provide additional partner information. 	<input type="checkbox"/>
3	Program Sites and Schools <ul style="list-style-type: none"> Duplicate as needed to provide additional site information. 	<input type="checkbox"/>
4	Proposal Abstract <ul style="list-style-type: none"> Do not duplicate; responses limited to page provided. 	<input type="checkbox"/>
5	Project Service Chart <ul style="list-style-type: none"> Duplicate as needed to provide information for additional sites. 	<input type="checkbox"/>
6	Evaluation Design <ul style="list-style-type: none"> Duplicate as needed; limited to two pages. 	<input type="checkbox"/>
7A	Sustainability Chart <ul style="list-style-type: none"> Duplicate as needed; limited to three pages. 	<input type="checkbox"/>
7B	Program Income <ul style="list-style-type: none"> If not applicable, indicate as such. Applicant must sign. 	<input type="checkbox"/>
8	Goals and Objectives <ul style="list-style-type: none"> Complete all four pages, addressing each objective Duplicate individual pages as needed for additional objectives. 	<input type="checkbox"/>
9	Federal Budget Summary <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
10	Budget Summary Breakdown <ul style="list-style-type: none"> Duplicate as needed. 	<input type="checkbox"/>
11A	Equitable Participation of Private Schools <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
11B	Equitable Participation of Public Schools <ul style="list-style-type: none"> Private school applicants must consult all area public schools. School official must complete and sign. Applicant must sign. 	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Duplicate as needed for additional public schools. • If not applicable, applicant must indicate as such and sign. 	
12	State-Required Graduation Courses <ul style="list-style-type: none"> • If applicable, superintendent must sign. • If applicable, fiscal agent must sign. • If not applicable, fiscal agent must indicate as such and sign. 	<input type="checkbox"/>
13A-13N	Program Narrative Responses <ul style="list-style-type: none"> • Respond to every question. • Do not exceed page limits. 	<input type="checkbox"/>

Applicant-Generated Attachments

Attachment # (Label Accordingly)	Title <ul style="list-style-type: none"> • Relevant Notes/Requirements 	Check when completed and attached.
A	Memorandum of Understanding (MOU) <ul style="list-style-type: none"> • 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). 	<input type="checkbox"/>
B	Letter(s) of Agreement <ul style="list-style-type: none"> • Include the written agreements from each partner listed on Attachment 2A as Attachment B of the proposal. The agreements must describe the roles and responsibilities of the partners in the 21st CCLC program, including any in-kind services, such as, but not limited to, access to grades, access to the facilities, janitorial services, transportation, etc. The letters must indicate the names of the partners and be signed by the partners' chief executive officers or the persons authorized to commit the partners' staff and/or resources to the center (as applicable). 	<input type="checkbox"/>
C	Management Plan <ul style="list-style-type: none"> • Provide a table incorporating the various components of the management plan. It is recommended that it be organized by project goals and objectives. The inclusion of a personnel chart that also provides the amount of time each proposed staff member will devote to a given activity is encouraged. 	<input type="checkbox"/>
D	Job Descriptions <ul style="list-style-type: none"> • Include detailed job descriptions with duties and required qualifications for each position to be funded by the 21st CCLC grant. 	<input type="checkbox"/>
E	Sample Program Schedule <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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.) 	<input type="checkbox"/>