

## Application Package Preparation Checklist

Deadline Date: Applications must be postmarked or hand delivered by **May 20, 2005** (see pages 18-21 of this application package).

### **EACH COPY OF THE APPLICATION MUST INCLUDE THE FOLLOWING:**

- Application for Federal Education Assistance (ED Form 424) - Page 1
- Table of Contents - Page 2
- Project Abstract - Page 3 (one page maximum)
- Project Narrative (up to 25 pages double-spaced)
- All applications must include the required forms, assurances, and certifications, including:
  - Budget Information Form (ED Form 524) and detailed budget narrative
  - Assurances, Non-Construction Programs (ED Form 424B)
  - Certification Regarding Lobbying (ED Form 80-0013)
  - Disclosure of Lobbying Activities (Standard Form–LLL)
  - Certification Regarding Debarment (ED Form 80-0014)
- Narrative response to GEPA 427
- Survey on Ensuring Equal Opportunity for Applicants (private, nonprofit organizations only)
- Copy of letter to State Single Point of Contact (see pages 22-25)
- Proof of negotiated indirect cost rate (if you are claiming indirect costs)
- Resumes of key personnel