FY 2012 Citizenship and Integration Grant Program
Application Submission Checklist

Use the checklist below as a guide when preparing your application:

✓	Section	Page #	Non-Responsive if Missing?	Required Attachment
				Forms:
	IX.1.	14	YES	Form SF-424-Application for Federal Assistance
	IX.2.	14	YES	Form SF 424A-Budget
				Certifications/Assurances:
	IX.3.	14	YES	Form SF-424B-Assurances-Non-Construction Programs
	IX.3.	14	YES	Certification Regarding Lobbying
				Required Documents:
	IX.4.	15	YES	Budget Table
	IX.4.	15	YES	Budget Narrative (double-spaced, no page limit)
	IX.5.	18	YES	Project Abstract (3 single-spaced pages maximum)
	IX.6.	19	YES	Project Narrative (15 double-spaced pages maximum)
		20	YES	*Heading a: Community Need for Services*
		20	YES	*Heading b: Program Design for Citizenship Instruction*
		21	YES	*Heading c: Program Design for Naturalization Application Services*
		22	YES	*Heading d: Organizational Qualifications and Experience*
	IX.7.	23	YES	Project Plan
	IX.8.	24	YES	Documentation of Non-profit and/or Public Status
				Other Attachments:
	IX.9.a.	25	NO	Résumés of key personnel (one page each) or position descriptions for vacant key positions (one page each)
	IX.9.b.	25	NO	Memorandum of Understanding (MOU) with proposed sub-awardee(s) signed by all parties (if applicable)
	IX.9.c.	25	NO	An organization chart that shows the leadership and staff structure
	IX.9.d.	25	NO	Class outline(s) or syllabus for the citizenship instruction program
	IX.9.e.	25	NO	Assessment tool, if you do not use a standardized assessment
	IX.9.f.	25	NO	Negotiated Fringe Benefit Agreement (if applicable)
	IX.9.g.	25	NO	Indirect Cost Agreement (if applicable)
	IX.9.h.	25	NO	A list of other federal grant programs from which your organization currently receives funding or for which it has applied in federal Fiscal Year 2012