

**Application Requirements:** An application package must include OMB Standard Form 425, Application for Federal Assistance; a cover letter that identifies the audit agency responsible for the applicant's financial accounts as well as the audit period or fiscal year that the applicant operates under (e.g., July 1 through June 30); and an outline of projected costs. The following additional forms must also be included: OMB Standard Form 424A, Budget Information - Non-Construction Programs; OMB Standard Form 424B, Assurances - Non-Construction Programs (both available at <http://www.grants.gov>); DOJ/FBOP/NIC Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and the Drug-Free Workplace Requirements (available at <http://www.nicic.org/Downloads/PDF/certif-frm.pdf>.) Applications should be concisely written, typed double-spaced and reference the NIC Application Number and Title provided in this announcement.

If you are hand delivering or submitting via Fed-Ex, please include an original and three copies of your full proposal (program and budget narrative, application forms, assurances, and curricula). Curricula may be submitted in hard copy or on disk in Word or WordPerfect format. The original should have the applicant's signature in blue ink. Electronic submissions will only be accepted via [www.grants.gov](http://www.grants.gov)

The narrative portion of the application should include, at a minimum: brief paragraph indicating the applicant's understanding of the project's purpose; brief paragraph that summarizes the project goals and objectives; clear description of the methodology that will be used to complete the project and achieve its goals; statement or chart of measurable project milestones and time lines for the completion of each milestone; description of the qualifications of the applicant organization and a resume for the principle and each staff member assigned to the project that documents relevant knowledge, skills and ability to carry out the project; budget that details all costs for the project, shows consideration for all contingencies for this project, and notes a commitment to work within the proposed budget; two curricula developed by the applicant or primary project-team members.

The curricula must include lesson plans, presentation slides, and a participant manual. The application must also include a description of the role of the applicant or project-team member in the development of the sample curricula. The curricula submitted DO NOT have to be related to direct supervision.