

Application Requirements: An application package must include: OMB Standard Form 424, 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 under which the applicant operates (e.g., July 1 through June 30); an outline of projected costs with the budget and strategy narratives described in this announcement; a project summary/abstract; and a sample curriculum. 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 www.grants.gov); DOJ/FBOP/NIC Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and the Drug-Free Workplace Requirements (available at www.nicic.org/Downloads/PDF/certif-frm.pdf.)

Applications should be concisely written, typed double-spaced and reference the project by the NIC opportunity number and title referenced in this announcement.

If you are hand delivering or submitting via Fed-Ex, please include an original and three copies of the full proposal (program and budget narrative, application forms, assurances and other descriptions). The originals should have the applicant's signature in blue ink. Electronic submissions will be accepted only via www.grants.gov.

The single-page project summary/abstract portion of the application should include a concise summary of the application's project description and a brief description of the critical elements of the proposed project. Place the following information at the top of the abstract: project title; applicant name; mailing address; contact telephone number & email address; and any applicable website URLs.

The narrative portion of the cooperative agreement application should include, at a minimum: a brief statement indicating the applicant's understanding of the purpose of this cooperative agreement; a brief paragraph that summarizes the project goals and objectives; a clear description of the methodology that will be used to complete the project and achieve its goals; a clearly developed work plan with measurable project milestones and timelines for the completion of each milestone; a description of the qualifications of the applicant organization and any partner organizations doing the work proposed, and the expertise of key staff to be involved in the project; and a budget that details all costs for the project,

shows a consideration for all contingencies for the project, notes a commitment to work within the proposed budget, and demonstrates the ability to provide deliverables reasonably according to schedule.

The narrative portion of the application should not exceed 10 double-spaced typewritten pages, excluding attachments related to the credentials and relevant experience of staff.

In addition to the project summary/abstract and narrative, the applicant must submit one full sample curricula developed by the primary curriculum developers named in the application. The sample curriculum must include lesson plans, presentation slides, and a participant manual.