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## APPLICATION CHECKLIST

### *Of the People: Widening the Path: Community Collections Grant to Individuals*

We have provided this checklist to applicants as a handy reference for you as you complete your application. It is not required and does not need to be submitted with your application.

#### CHECKLIST

- Registered with **SAM.gov** (Note: Registration is free, but it may take up to three weeks to become active in the system.)
- A completed **Proposal Narrative**, including the following elements:
  - Cover Page**
  - Project Details** (maximum 5 pages, double-spaced, 11 or 12-point font)
  - Appendices**
  - All other required documents** as applicable, per Section D.5.2 of the NOFO (Other Information)
- A completed **Budget Plan Worksheet**
- A completed **Budget Narrative** (2-4 pages, double-spaced, 11 or 12-point font)
- A completed **SF-424 Application for Federal Domestic Assistance Form**
- Read through Section D.6 of the NOFO** (Submission Requirements) and ensure that all application documents:
  - are within file size limits (no more than 20 MB);
  - adhere to required file naming conventions;
  - are not zipped or locked; and
  - are not submitted via third party websites, such as OneDrive or Box.com.