

Application Checklist

Before you submit the application package, please review the following list to ensure that you have attached all required materials/files in the prescribed format.

Part I: Application for Federal Assistance – SF 424
Department of Education Supplemental Information Form for SF 424

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed above.

Part II: Department of Education Budget Summary Form – ED 524
Sections A & B

Part III: Department of Education Abstract Form (Please do not forget to develop and attach a one (1) page Abstract.

The Table of Contents (which will not count against application page limits).

Project Narrative Attachment.

Please note that we will require that the Project Narrative not exceed 40, double-spaced pages. However, this does not include the Abstract, the Table of Contents, the Budget Narrative and Other Attachments.

Budget Narrative Attachment Form

Again, please note that the Budget Narrative is not included in the 40 page Narrative limit.

Note: Section C ED 524 (The Itemized Line Item Budget) is attached here.

Other Attachments Form (Again, please note that the Other Attachments are not included in the 40 page Narrative limit).

Other Attachments must be one file that can contain documents like:

- Key personnel CVs & resumes
- Position descriptions

- Project timeline chart
- Letters of commitment
- Class schedule with details
- Pre-departure schedule of activities
- Follow-up activities
- Examples of evaluation tools

Attachments must be submitted in .PDF format.

Part IV:

Assurances, Certifications, and Survey Forms

- GEPA Section 427 Form
- Grants.gov Lobbying Form
- Disclosure of Lobbying Activities (SF-LLL)
- Assurances – Non-Construction Programs (SF424B)
- Survey on Ensuring Equal Opportunity for Applicants

SAMPLE