

FY2011 Application Checklist

Letter of Qualification	Date Completed
<input type="checkbox"/> Signed original submitted	
Program Information Sheet <input type="checkbox"/> One person per category	
Project Overview Goals <input type="checkbox"/> Project appropriate goals selected	
Audience Narrative (minimum 4 selected) <input type="checkbox"/> Family composition <input type="checkbox"/> Education <input type="checkbox"/> Income <input type="checkbox"/> Geographic location <input type="checkbox"/> Incidence or prevalence of nutrition or health risk <input type="checkbox"/> Behavioral or lifestyle characteristics	
Audience Sources <input type="checkbox"/> Citations provided	
Demographics <input type="checkbox"/> All sections total 100%	
Project Description (all 6 must be completed) <input type="checkbox"/> Delivery method <input type="checkbox"/> Delivery settings <input type="checkbox"/> Frequency <input type="checkbox"/> Duration of project <input type="checkbox"/> Number of classes <input type="checkbox"/> Key messages	
Summary of Research <input type="checkbox"/> Relevant	
Research Sources <input type="checkbox"/> Citations provided	
Modification of Project Methods/Strategies <input type="checkbox"/> Accurate	
Key Performance Measures <input type="checkbox"/> Descriptions provided <input type="checkbox"/> Matches work plan <input type="checkbox"/> Explains how tools will be used to measure progress	
Evaluation Measures <input type="checkbox"/> Descriptions provided <input type="checkbox"/> Matches work plan	
Coordination of Efforts <input type="checkbox"/> Descriptions provided <input type="checkbox"/> Description of how you will help the other agencies	

<p>Materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Allowable <input type="checkbox"/> Previous years included <input type="checkbox"/> Prorated costs 	
<p>Assurances Statements - Appendix A</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed original submitted 	
<p>Work Plan - Appendix B</p> <p>Objectives</p> <ul style="list-style-type: none"> <input type="checkbox"/> All meet SMART requirements <p>Evaluation</p> <ul style="list-style-type: none"> <input type="checkbox"/> All measure the objectives 	
<p>Target Audience Site Listing - Appendix C</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sites categorized correctly (certified, likely, or potentially eligible) <input type="checkbox"/> Appropriate <i>Site Types</i> assigned to each site <input type="checkbox"/> All sites list complete qualifying information <input type="checkbox"/> Qualifying data verified for all sites <input type="checkbox"/> All sites include a complete address for mapping <input type="checkbox"/> Reach is realistic based on project description 	
<p>Indirect Cost Allocation Plan – Appendix D</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy submitted 	
<p>MOU/MOA - Appendix E</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy submitted <input type="checkbox"/> Required verbiage included 	
<p>Evaluation Plans - Appendix F</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy submitted 	
<p>Budget Tabs</p> <p>Local Share Source and Amount</p> <ul style="list-style-type: none"> <input type="checkbox"/> All sources are allowable <input type="checkbox"/> Required MOUs are identified and accurate <input type="checkbox"/> Local share source, local share budget, and federal share budget balance (no red shows in application) 	
<p>Agency Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of duties includes SNAP-Ed activities only <input type="checkbox"/> All positions are necessary 	
<p>Personnel Budget Justification</p> <ul style="list-style-type: none"> <input type="checkbox"/> Management versus Direct ratio is reasonable <input type="checkbox"/> All salaries are reasonable <input type="checkbox"/> All benefits are reasonable 	
<p>Local Share and Federal Share Budget Justification</p> <ul style="list-style-type: none"> <input type="checkbox"/> The <i>Description</i> section shows all calculations <input type="checkbox"/> All costs are reasonable and necessary <input type="checkbox"/> Math is correct <input type="checkbox"/> Costs identified in <i>Materials</i> section are included in budget <input type="checkbox"/> Travel to partner meetings is included <input type="checkbox"/> Registered Dietitian (RD) on staff or on contract 	