

## Checklist for 2023-2024 Application

- Please use this checklist as a guide to ensure your application is complete prior to submission.
- All requirements must be complete and submitted by due date to be considered for funding.

### NEW AND RECOMPETE APPLICATIONS

Done	Documentation required	Due Date
	<b>New: Concept Paper (narrative and logic model) - email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	<b>Sept 23, 2022</b> <b>(5:00pm)</b>
	<b>Recompete: Letter of Intent to Apply - email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
	<b>Completed application in eGrants per ServeMinnesota invitation for new applicants</b>	<b>Nov 11, 2022</b> <b>(5:00pm)</b>
	<b>Completed ServeMinnesota Budget form – email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
	<b>Evidence Base Documentation if claiming preliminary, moderate or strong evidence – email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
	<b>Evaluation Report (if applicable) – email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a> The report must be in MS Word with a title page that includes: AmeriCorps grant ID for the project evaluated, name of the project, and date of completion of the report.	
	<b>Recompete: Evaluation Plan using the AmeriCorps Evaluation Plan Template – email to</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
	<b>ServeMinnesota Financial Management Survey – email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
	<b>Final application in eGrants (all revisions must be complete)</b>	<b>Dec 9, 2022</b> <b>(5:00pm)</b>
	<b>A-133 audit or standard financial audit – email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a> or mail to ServeMN	
	<b>AmeriCorps Operational and Financial Management Survey as a MS Word document – email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
	<b>Labor Union Concurrence (if applicable) – email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a> with title page that includes legal applicant name and application ID	
	<b>Entities Applying on Behalf of a Federally Recongized Tribe (if applicable): Tribal organization eligibility documentation - email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a> with title page that includes legal applicant name and application ID	

### CONTINUATION APPLICATIONS

Done	Documentation required	Due Date
	<b>Completed application in eGrants</b>	<b>Dec 9, 2022</b> <b>(5:00pm)</b>
	<b>Completed ServeMinnesota Budget form – email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
	<b>A-133 audit or standard financial audit – email</b> <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a> or mail to ServeMN	