

Checklist for 2027-2028 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
	New: Concept Paper (narrative and logic model) - email grants@serveminnesota.org	Sept 25, 2026 (5:00pm)
	Recompete: Letter of Intent to Apply - email grants@serveminnesota.org	
	Completed application in eGrants	Nov 13, 2026 (5:00pm)
	Completed ServeMinnesota Budget form – email grants@serveminnesota.org	
	Evidence Base Documentation if claiming preliminary, moderate or strong evidence – email grants@serveminnesota.org	
	Recompete: Evaluation Plan Summary using the AmeriCorps form – email to grants@serveminnesota.org	
	Recompete: Evaluation Report (if applicable) – email grants@serveminnesota.org 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.	
	Final application in eGrants (all revisions must be complete)	Dec 18, 2026 (5:00pm)
	Final ServeMinnesota Budget form and Evaluation Plan Summary (if updates) – email grants@serveminnesota.org	
	A-133 audit or standard financial audit – email grants@serveminnesota.org or mail to ServeMN	
	ServeMinnesota Financial Management Survey – email grants@serveminnesota.org	
	Labor Union Concurrence (if applicable) – email grants@serveminnesota.org with title page that includes legal applicant name and application ID	
	Entities Applying on Behalf of a Federally Recongized Tribe (if applicable): Tribal organization eligibility documentation - email grants@serveminnesota.org with title page that includes legal applicant name and application ID	

CONTINUATION APPLICATIONS

Done	Documentation required	Due Date
	Completed application in eGrants	Dec 18, 2026 (5:00pm)
	Completed ServeMinnesota Budget form – email grants@serveminnesota.org	
	A-133 audit or standard financial audit – email grants@serveminnesota.org or mail to ServeMN	