

## Grant Proposal Checklist

This Check list will help guide you in preparing and double checking your grant proposal. Please use this checklist and go back to it from time to time to make sure you are on track.

<b>Form #1- General Information</b>	Yes	No	N/A
Is your applicant project coordinator contact the person who can answer all questions for the project and not just the contact person for the agency?	✓		
Have you provided a brief overview description of the project?	✓		
Does your total reflect the amount that you are requesting from the park district plus your contribution and other additional funding sources?	✓		
Have you worked out a project timeline to give yourself an accurate completion date?	✓		
Has FORM 1 been completed in its entirety?	✓		
<b>Form # 2- Detailed Project Description</b>			
Have you given a clear and concise project title?	✓		
Have you attached a map of the Project site that clearly show the site? Is your map labeled to give clarity to its reader?	✓		
Have you given a clear, detailed summary on you project and its importance?	✓		
Have you provided a timeline that reflects the completion date given on form 1?	✓		
Does your timeline give you attainable goals to achieve throughout the life of your project?	✓		
Have you attached support letters to this application?		✓	
Have you attached photo and maps that add to the understanding of your need and project vision?	✓		
Has FORM 2 been completed in its entirety?	✓		
<b>Form # 3- Detailed Project Budget</b>			
Have you accurately identified all your costs for the project by getting quotes for materials, equipment and services? Are those Quotes attached to this application?	✓		
Does your detailed budget match the information that you previously provided in FORM 1?	✓		
If Purchasing property: have you included parcel numbers, purchase prices of the property and a signed letter from the seller indicating their willingness to sell the property? <b>No Property Involved</b>			✓
Has FORM 3 been completed in its entirety?	✓		
<b>Form # 4- Authorizing Resolution *</b>			
Have you had the appropriate authorized Agency Official Sign and Date the form after reviewing the grant fund requests?	✓		
Has the appropriate agency official also reviewed the agencies funds to ensure that all funds identified to be contributed by the agency in the grant are available to be spent on this project?	✓		
Has FORM 4 been completed in its entirety?	✓		

\* The 2020 Temporary Appropriation Ordinance # 2019-16 was passed on December 16, 2019.