

# ACWS Grant Application Checklist

**Before you mail in your grant application – READ THIS!**

A completed application packet includes the following items. Grant applications received without the following will be considered INCOMPLETE. Please check off each item on this list as you assemble your application.

- \_\_\_\_\_ Application cover sheet (with signature of Applicant)
- \_\_\_\_\_ Detailed Project Description (Section 2)
- \_\_\_\_\_ Detailed Budget Description (Section 3)
- \_\_\_\_\_ Budget must indicate what line items you intend to cover with the grant funds
- \_\_\_\_\_ **Three** copies of your entire application packet (we should receive your original application packet plus three copies)

Please consult the grant manual and budget sheet for detailed instructions and guidelines for the grant program.

## Frequently Asked Questions

Q: What can I use the grant funds for in my project?

A: *Consult the Grant Manual for a general list of allowable and non-allowable expenses. If you still have questions, contact this office.*

Q: Does my application have to be in the office by the day of the deadline or can it be post-marked by the deadline?

A: *The entire application packet (plus three additional copies) must be physically in this office by 4:30 p.m. on the day of the grant deadline.*

Q: Can I email you my application? OR I want to add something to my grant application I already submitted – can I email it to you?

A: *No emailed (or faxed) grant applications will be considered. If you would like to add additional materials to your already submitted application packet – please mail it in (along with three copies).*

Q: When/how will I find out if I was awarded an ACWS Grant?

A: *The grant review process typically takes four to six weeks to complete after the close of the grant round. Applicants will be notified by mail of their grant award status.*