Instructions:

The Application Check List is a guide to submit a completed application.

- Return one (1) application.
- Submit the below documents with the application.
- In completing the Project Application, please only use the available space provided within the text boxes.
- Email application documents to voca@njoag.gov

Application Content and Forms to be Completed and Returned:

☐ Project Information – Form Included
  ☐ Agency-Specific Information
  ☐ Agency Contact Information
  ☐ Project-Specific Information
    ☐ A Description of your Project
    ☐ Description of your Agency Background, Mission, Experience and Capability
    ☐ Core Services to be Provided
    ☐ Problem Statement/Needs Assessment
    ☐ Goal, Objectives and Implementation (including Project Work Plan)
    ☐ A List of Key Project Staff (Include job descriptions and staff resumes)
    ☐ Data Collection/Performance Measures/Evaluation
    ☐ Additional Information

☐ Application Authorization
☐ Project Work Plan
☐ Budget Detail and Narrative - Form Included - provide an itemized list of costs and a narrative explanation as to why those costs are necessary to the success of the project
☐ Sources of Funds – Form Included
☐ Match Waiver Request Justification Letter – Provided by Applicant, if applicable
☐ Federal and State Single Audit Requirements Certifications – Forms Included
☐ Proof of Compliance Federal Single Audit Requirements – Provided by Applicant
☐ Certified Standard Assurances- Form Included
☐ Indirect Cost Rate Fact Sheet - for informational purposes only
☐ Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements – Form Included
☐ Department of Law & Public Safety Debarment and Suspension Certification – Form Included
☐ Proof of SAM Registration – Provided by Applicant

Additional forms provided by nonprofit applicants:

☐ Proof of Nonprofit status
☐ New Jersey Charitable Registration (if applicable)
☐ Applicable Licenses, Certifications and Permits