

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

**FFY 2023
STOP VIOLENCE AGAINST WOMEN
GRANT PROGRAM**

APPLICATION CHECKLIST

Instructions:

The Application Checklist is a guide to assist in submitting an application.

- Submit your application to vawa@njoag.gov.
- Any item below marked with an asterisk must be submitted by the submission deadline in order for your application to be considered eligible to be scored.

Application Content and Forms to be Completed and Returned:

- *Application Overview – Form Provided
- *Project Proposal
 - *Agency Background, Mission, Experience and Capability* – Provided by Applicant
 - *Problem Statement/Needs Assessment* – Provided by Applicant
 - *Project Description, including Goals, Objectives, and Work Plan (Action Strategy)* – Provided by Applicant
 - *Partnership, Collaboration or Coordination of Services* – Provided by Applicant
 - *Project Management and Staff* – Provided by Applicant
 - Job Descriptions (for any position to be funded under this budget)
 - Current Resumes (staff currently employed and funded under this budget)
 - *Data Collection/Performance Measures/Evaluation* – Provided by Applicant
- *Project Work Plan – Form Provided
- *Budget Detail Worksheet – Form Provided
- *Application Authorization – Form Provided
- Federal Single Audit Requirements Certifications – Forms Provided
- Directions How to Submit Proof of Compliance with Federal Single Audit Requirements – Forms Provided (for informational purposes only)
- Proof of Compliance Federal Single Audit Requirements – Provided by Applicant
- State Single Audit Requirements Certifications – Forms Provided
- Indirect Cost Rate Fact Sheet - Form Included (for informational purposes only)
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements – Form Provided
- Department of Law & Public Safety Debarment and Suspension Certification – Form Provided
- Proof of SAM Registration – Provided by Applicant
- Certified Standard Assurances – Form Provided

Additional required forms to be provided by nonprofit applicants:

- Proof of Nonprofit status
- New Jersey Charitable Registration or proof of exemption
- Applicable Licenses, Certifications and Permits (if applicable)