

Grant Application Package Checklist

The following items must be included in your grant application package. These items should be assembled in the order as they appear on this checklist. If you have additional materials you would like to submit, please add them at the end of your grant application package.

Checklist for Applicant

✓.	Item	Page Number
	PART I. Application Cover Sheet	
	Application Cover Sheet – Form	58 – 59
	PART II. Proposal Request	
	Proposal Request – Narrative you have written	60 – 64
	Budget Detail – Narrative and calculations you have written	64
	Budget Information Sheet – Form	65-66
	PART III. Required Forms and Attachments	
	Form A – Signed “Assurance of Service to native Hawaiians”	68
	Form B – Signed “Assurance of Acknowledgement of Support”	69
	Form C – Current Board member list	70
	Form D – Articles of Incorporation and Bylaws	71
	Form E – Board Resolution	72
	Form F – Signed Board Governance Certification	73
	Form G – Most recent financial statement	74
	Form H – Certificate of Vendor Compliance from Hawaii Compliance Express and Certificate of Good Standing from DCCA	75
	Form I – US Internal Revenue Service 501c3 determination letter, if applicable	76
	Form J – Indirect Cost Rate agreement, if applicable	77
	Form K – Assurance of Dedicated Matching Funds & In-Kind Services, if applicable	78
	Form L – Evidence of support from each homestead(s) proposed to be served	79
	Form M – Signed Partner Certification from each project team member and key partner	80
	PART IV. Other Materials	
	Any additional materials the Applicant wants to submit in support of its proposal	81