



Community-Based Organization Application Checklist

Application Sections, Forms, and information to be Included	Completed
21 ST Century FY 2011 Application Cover Page (page 19)	
Name and contact info submitted for grant reader/rater (On Application Cover Page)	
Applicant Information Form (page 20)	
Assurances and Certifications signed and initialed (page 21)	
21 ST Century CBO Application Form completed (page 22)	
21st CCLC-Application Components(pages 23-24)- all sections must be completed in the order they appear. Use the instructions found on pages 10-18 of this document for additional information on each sections. Limit each section to no more than one page. Exception: There are a few sections that have been divided into boxes.* You are allowed one page per box. For example, Project Abstract has 2 boxes therefore you may use 2 pages of text to address this component.	
Grade levels	
Project Abstract (Box 1)	
Project Abstract (Box 2)	
School and School District	
Timeline	
Capacity to Implement (Box 1)	
Capacity to Implement (Box 2)	
Staffing Qualifications	
Scientifically Based Research	
Goals and Measureable Objectives	
Integration into Continuous Improvement Plan	
Program Activities (Box 1)	
Program Activities (Box 2)	
Program Activities (Box 3)	
Professional Development	
Partnership Commitment	
Program Evaluation	
Program Communication	
Program Management	
Budget	
Sustainability	
Additional Forms to be attached to Application and Deadline info	
Certificate of Principal of Eligible School (page 26)	
Budget/Expenditure Detail for Fiscal Year 10/1/2010 - 9/30/2011) Page 27	
Staff Summary (Page 28)	
Ensured delivery by June 8, 2010 of 3 copies and one original with blue ink signatures	

*Box is terminology used in eGap (the electronic gap application system used by LEAs). It is short for text boxes. Therefore if there are additional text boxes in eGap the CBOs need to know so they can have the same amount of space to complete their grant application. Remember each box represents about one page or 3000 characters.