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**FY24 ENHANCED MOBILITY**

**GRANTS PROGRAM**

**APPLICATION CHECKLIST**

**Check whether your application is complete after completing it and prior to submission.**

1. **HAVE YOU SUBMITTED ALL REQUIRED DOCUMENTS AND CHECKED WHETHER YOU UPLOADED THE CORRECT ATTACHMENTS?**

|  |  |
| --- | --- |
|  | **IRS Tax Exempt Determination Letter** |
|  | **Most recent form 990/e-Postcard** |
|  | **Current board list with names, affiliation, and contact information** |
|  | **Project Narrative** |
|  | **Project Budget and Budget Narrative** |
|  | **Project Outreach Plan** |
|  | **Project Work Plan/Timeline** |
|  | **Performance Plan** |
|  |  |

1. **ARE YOUR APPLICATION MATERIALS RESPONSIVE TO THE NOFO REQUIREMENTS?**

|  |  |
| --- | --- |
|  | **The Montgomery Funding Request matches the total budgeted amount in your budget** |
|  | **Your budget clearly delineates capital and operating expenses and contains detailed cost information for the proposed expenses** |
|  | **Your overall funding request DOES NOT exceed $105,000. The capital expenses, if any, are no more than $65,000. The operating expenses, if any, are no more than $40,000** |
|  | **Your budget narrative clearly explains the purpose of the expenditures and how costs were calculated** |
|  | **You demonstrate capacity to manage a cost reimbursable award AND/OR confirm that you will have sufficient financial liquidity to manage a cost reimbursable award (does not apply to awards $20,000-$25,000 with ONLY operating expenses)** |
|  |  |