**Please use the outline below to initially write your grant. When all sections of the application (Narrative, Excel budget, Performance Measures) are completed, please submit them by the due date to** [**info@serveindiana.gov**](mailto:info@serveindiana.gov)**. Once you have been invited to move forward in the application process you will then enter your application into the eGrants system.**

### D.2.a. Application Content

Complete applications must include the following elements:

* Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
* Narrative Sections:
  + Executive Summary: This is a brief description of the proposed program.
  + Program Design
  + Organizational Capability
  + Cost-Effectiveness & Budget Adequacy
  + Evaluation Summary/Plan
* Logic Model
* Performance Measures
* Standard Form 424A Budget
* Continuation Changes
* Clarification
* Authorization, Assurances, and Certifications [[1]](#footnote-1)

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### D.2.b. Page Limits

There are page limits for the Narratives and Logic Model:

* Narratives
  + Applications must not exceed 11 double-spaced pages for the Narratives or 12 pages for Rural Intermediaries and Multi-State applications with more than five operating sites as the pages print out from eGrants. AmeriCorps will use the number of locations in the “multi-state operating sites” field in AmeriCorps’ web-based management system to determine whether a multi-state application has more than five operating sites. The “multi-state operating sites” field can be found by clicking on the “operating sites” link in the system. Multi-state applicants that list five or fewer operating sites cannot exceed 10 pages for the Narrative.
  + The application sections that count towards the page limit are the:
    - SF-424 Face Sheet
    - Executive Summary
    - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives. [Type “See Budget” for this section]
  + The application page limit does not include the Budget, Performance Measures, or any required additional documents.
* Logic Model
  + The Logic Model may not exceed three pages when printed with the application from the “Review” tab in AmeriCorps’ web-based management system.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants.

1. [↑](#footnote-ref-1)