

## Application Checklist

Applicants may use this checklist to ensure your application contains all required documents and submission requirements. All applicants must review DMHA RFF 22-1816 prior to using this checklist. Please ensure all items listed below have been submitted via email with your grant application to the special purpose Community Catalyst email account ([CommunityCatalyst@fssa.in.gov](mailto:CommunityCatalyst@fssa.in.gov)) as specified. This checklist is a resource for you and does not need to be submitted with your application.

Application Component	ITEM	√
<b>Technical Proposal</b>	Submit completed Technical Proposal including responses to all 6 Technical Proposal questions (including all Applicant Information including Point of Contact, Signature of Authorized Representative, and Grant Match Information) <b>**Should be submitted in Word document format and adhere to word count limits</b>	
	Submit completed Community Partner Form (Attachment A) <b>**Must be completed in original Excel format</b>	
	Submit Grant Match Commitment Letter(s) from grant matching entity/entities	
<b>Grant Budget Proposal</b>	Submit Grant Budget Proposal (Attachment B) <b>**Must be completed in original Excel format; supplemental documentation will be accepted</b>	
	Submit completed Grant Budget Narrative <b>**Should be submitted in Word document format and adhere to word count limits</b>	
<b>Priority Points</b>	Ensure you have addressed relevant Priority Points in your Grant Match Commitment Letter(s), Technical Proposal, Grant Budget Proposal, and Grant Budget Narrative (as applicable)	