

MICHIGAN'S AMERICORPS NEW/RECOMPETING APPLICATION SUBMISSION REQUIREMENTS CHECKLIST

Please review the following checklist to ensure that your application meets the submission requirements. Each application will be reviewed for compliance. **Any application received by MCSC not in compliance with any item on the following checklist will be considered ineligible for review.** The application will be returned to the applicant.

Please complete and submit the checklist along with your Michigan's AmeriCorps application. This checklist should be placed on top of your application. Do not staple the check-list to the application. Only one copy of the checklist needs to be submitted.

Applicant Organization:

Applicants must submit one unbound original and five (5) copies of a completed application package that includes:

TITLE PAGE

Original copy of the application must have an original signature.

Applicants must use the form provided in the Appendix. A single page .pdf of this form is also available at www.michigan.gov/mcsc -- follow the "AmeriCorps Funding Opportunity" link.

The form must be typed.

SUMMARY OF ACCOMPLISHMENTS (FOR CURRENT/FORMER GRANTEES)

Not to exceed one page (single-spaced)

PROGRAM NARRATIVE

Typed

Double-spaced and in not less than 12-point font size

One-inch margins

Must not exceed 20 pages (one side counts as one page)

The narrative must follow the narrative format and include headings / sub-headings for each section.

The pages must be numbered.

BUDGET NARRATIVE

The budget narrative must follow the order and include all items in the sample worksheet provided. The budget narrative may be single-spaced. An Excel spreadsheet of this form is also available at www.michigan.gov/mcsc -- follow the "AmeriCorps Funding Opportunity" link (1st tab)

Include one copy of the applicant organization's most recent independent audit.