

Application Checklist

Please use the following checklist to review your Fiscal Year 2004 TOP application. The checklist will help ensure the completeness of your application and its compliance with TOP requirements. **If any of the three required elements (designated below with *) are missing from your application, it will be rejected. DO NOT RETURN THIS CHECKLIST.**

* STANDARD FORM 424, *Application for Federal Assistance* (REQUIRED)

- ___ Have you **completed** and **signed** the required form, even if created using TOP's online tools?
Failure to submit this form with the appropriate signatures will result in rejection of your application.
- ___ Have you included **your organization's DUNS information** in the appropriate location?
- ___ Have you included the **legal name of the organization** in Box 5?
- ___ Have you included a **complete street address** in Box 5?
- ___ Have you provided a **telephone number** and, if available, an **email address** in Box 5?
- ___ Have you included a **single Congressional District** in Box 14(e)?

EXECUTIVE SUMMARY

- ___ Is the executive summary a maximum of one page?

* PROJECT NARRATIVE (REQUIRED)

- ___ Is the project narrative within the required 8 (eight) page limit? Failure to submit this information will result in rejection of your application.

STANDARD FORM 424A, *Budget Information*

- ___ Have you completed the front page, Sections A and B? Page 2 is not required.

* BUDGET NARRATIVE (REQUIRED)

- ___ Are the figures presented in the **budget narrative**, the **Standard Form SF-424A**, and the required **Standard Form SF-424, Box 15(a)-(g)** in agreement? Do the totals cover the full duration of the project? Failure to submit this information will result in rejection of your application.

STATEMENT OF MATCHING FUNDS

- ___ Have you included a statement of matching funds in your application?

ASSEMBLY AND MAILING REQUIREMENTS

- ___ Do the original copies of each form have **easily identifiable original signatures**?
- ___ Have you allowed sufficient time for your complete application to be postmarked by **April 27, 2004, or hand-delivered by April 27, 2004, at 5:00 P.M., Eastern Standard Time**?
- ___ Have you included **one (1) original and five (5) copies** of the application? Have you **binder clipped the original and one (1) copy**, and have you **stapled the four (4) remaining copies**?