Grant Application Checklist: Before You Get Started

Eligible Costs

- Construction and/or Installation (turnkey)
- Consultant fees for plans, specifications, construction documents, cost estimates, or design
- Grant Administration (maximum of 2.5 percent of total grant request)
- Project Contingency (maximum of 10 percent of the total grant request)

Profile

- Identify the Main Applicant and Partner Applicant
- Name Your Project
- Lead and Partner Applicant Contact Information

Application

- Executive Summary: Project Goals
- Affected Communities
  - Official Designations
  - Census Blocks
- Project Costs
  - Estimated Total Project Cost
  - Requested Total Project Federal Funding
- Detailed Project Information
  - Detailed Project Narrative
  - Bids Received
- Implementation
  - Other Funding Sources
  - Funding Timeline (Gantt chart)

Attachments

- Federal Application Forms
  - E-rate Form 470 & 471 or other federal grant applications
- Bid Evaluation Matrix
- Winning Bid Documentation (if applicable)
- Special Construction Cost Breakdown (done by winning vendor, if applicable)