

GRANT APPLICATION CHECKLIST

REQUIREMENTS

___ Be in good standing with NMHC. For example, prior grantees submitted a final report and closed the previous grant.

___ Your organization has a federal tax ID and D-U-N-S (DUNS) number.

___ You scheduled and completed a consultation with NMHC staff.

___ A draft application has been submitted. This must be done before submitting your final application online or it will not be considered.

___ All required signatures have been acquired.

Details

___ Did you respect section word count limits?

___ Did you complete the scholar forms for the project director (s), evaluator(s) and scholars and have them electronically sign their forms?

Budget

___ Does your budget clearly illustrate how you plan to allocate NMHC funds and any additional resources (cash or in-kind) needed to implement your project?

___ Does the promised cost-share at least equal NMHC funds requested?

___ Is the source and use of anticipated project income, if any, explained?

Completeness

___ From the online application, be sure to print a copy of your application from the PDF tab for your own records.