

B-WET Program Applicant Checklist

The following specifications may serve as a checklist for the applicant agency. Assemble the grant application in the following order:

- _____ SF-424 (Cover sheet)
- _____ SF-424A (Budget form)
- _____ Federally Negotiated Indirect Cost Rate Agreement (if applicable)
- _____ SF-424B
- _____ CD-511
- _____ CD-346 (if applicable)
- _____ SF-LLL (if applicable)
- _____ Project Summary
- _____ Proposal (Accomplishments to date (if applicable); Project description; Need for government financial assistance; Benefits or results expected; Project evaluation)
- _____ Budget Narrative
- _____ Letters of Support from Partners
- _____ Appendices (curriculum, resumes, and/or letters of endorsement)

Applicants are strongly encouraged to submit applications electronically through <http://www.grants.gov>. If applying by paper application, applicants are required to submit one signed original and one copy of the full proposal.

Brevity will assist reviewers and program staff in dealing effectively with proposals. Original proposals must be in at least a 10-point font, 1" margins and not exceed 12 pages in length (not including federal forms and appendices).

Appendices may be included as follows: example curriculum and lesson plans (5 pages), resumes (5 pages), letters of endorsement (encouraged from users and other non-partner entities - unlimited page limit), and/or letters of support (required from partner organizations - unlimited page limit).