

**Supplemental Form D**

**FY16 21st CCLC Required Elements Checklist**

**This form is for applicants submitting a paper application. The application MUST include ALL the required components listed on this form in order to proceed to Phase 2 of the application process. Applications without ALL required components and forms will not be reviewed (Phase 2).**

**APPLICANT AGENCY OR ORGANIZATION NAME:**

[ ]  Signed Application Cover Sheet (Form 1)

[ ]  Funding request does not exceed **maximum amount allowed of $350,000**

**FORMATTING and SUBMISSION DIRECTIONS**

[ ]  Included one **(1)** completed **original** application with full original signatures

[ ]  Submitted **five (5)** **copies** of the original application

***The following four checkboxes are strong recommendations, but not requirements:***

[ ]  Submitted on 8.5” x 11” white paper using 12-point Times New Roman font

[ ]  Formatted using 1” margins on all sides – top, bottom, left, and right

[ ]  Portrait setting (see narrative requirements for information about Goals, Objectives, Activities, and Timeframe table that must be landscape formatted in 12-point Times New Roman font)

[ ]  Double-spaced and single-sided (pages must be numbered in the footer in the lower right-hand corner)

[ ]  ***Assembled in the order presented in the 21st CCLC FY16 Request for Proposal (RFP) Checklist***

 [ ]  **FIXED REQUIREMENT- Abstract**

**I.** **NEEDS ASSESSMENT (Section A – C) (20 Total Points)**

[ ]  **A. The Process (4 Points)**

[ ]  **B. Specific Needs (10 Points)**

[ ]  **C. Program Focus (6 Points)**

**II. BUDGET (16 Total Points)**

[ ]  **A. Reserve Operating Capital (6 points)**

[ ]  **B. Budget Summary (10 points)**

 **III.** **PROGRAM PLAN AND IMPLEMENTATION (Section A – G) (54 Total Points)**

[ ]  **A. Program Plan (20 Points)**

[ ]  **B. Quality Contact Time (5 Points)**

[ ]  **C. Recruitment and Retention (6 Points)**

[ ]  **D. Staffing and Professional Development (4 Points)**

[ ]  **E. Advisory Council and Operating Partnerships (5 Points)**

[ ]  **F. Communication (4 Points)**

[ ]  **G. Student Safety and Transportation (5 Points)**

[ ]  **H. Sustainability Plan (5 Points)**

**IV. EVALUATION (10 Total Points)**

Please note that applications that fail to meet the established “**REQUIRED ELEMENTS**” checklist will **not** proceed to Phase 2 of the application process.