

TOOL D

Submission Punchlist:

Organizational Documents & Submission Elements

NGO Punchlist (example)

NOFO: agency acronym-opportunity #

Required Items

- SAM.gov registration information & secondary authenticator
- Grants.gov registration, workspace access & secondary authenticator
- Login.gov registration information
- Organizational UEI (Unique Entity Identifier)
- Negotiated IDC rate documentation (or *de minimis*)?
- Organizational annual budget (with programmatic breakdown)
- Organizational POC(s) for this project and their roles
 - Programmatic decision-maker
 - Programmatic content provider
 - Financial decision-maker & reviewer
 - Financial content provider
 - Anyone else whose sign-off is required for advancement and submission
- Key project personnel and their resumes – each must demonstrate qualifications for the proposed role on the project
- IRS determination letter – 501(c)(3)
- Federal forms (data & budget)
- COI Attestation, Disclosure and Plan
- Literature Review
- Required Attachments

Maddy Bynes-Devaney, MPP

520.307.5751 | maddy@bynesconsulting.com

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SAMPLE Checklist for Complete Submission Federal Funding Proposal

Component	How to upload	Page limit
Project abstract	Use the Project Abstract Summary Form	1 page
Project narrative	Use the Project Narrative Attachment form	25 pages
Budget narrative	Use the Budget Narrative Attachment form	None
Attachments (7 total)	Insert each in a single Attachments form	
<input type="checkbox"/> Work plan		None
<input type="checkbox"/> Indirect cost agreement		None
<input type="checkbox"/> Proof of nonprofit status		None
<input type="checkbox"/> Recruitment and hiring schedule		None
<input type="checkbox"/> Resumes and job descriptions for key personnel		12 pages
<input type="checkbox"/> Business assessment of applicant organization		
Other required forms (4 total)	Upload using each required form	None
<input type="checkbox"/> SF-424 (Application for Federal Assistance)		None
<input type="checkbox"/> SF-424A: Budget Information for Non-Construction Programs		None
<input type="checkbox"/> Project/Performance Site Locations		None
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)		None