

GUIDELINES and TIPS FOR APPLICATION PREPARATION

To expedite the review of your application and any necessary revisions, we ask that you follow these guidelines:

- ¾ Please read the Statement of Policy for program details and clarification.
- ¾ All grant agreements will be entered and dated January 1, 2009; and it shall be understood the project completion date shall be on or before December 31, 2009.
- ¾ As indicated in the grant agreement, all grant awards will be distributed upon a fully executed grant agreement as follows and the GRANTEE must submit invoicing to the Department

Fifty percent (50%) of the grant award will be released to the GRANTEE within 60 days after the Agreement is fully-executed.

Thirty percent (30%) of the grant award will be released to the GRANTEE within 60 days of receipt by the GRANTOR of a progress report, receipts and other documentation reasonably necessary to demonstrate that the project is at least half complete. (Target Month June)

Twenty percent (20%) of the grant award will be released to the GRANTEE within 60 days of receipt by the GRANTOR of a project completion report and the "project evaluation" report described in Paragraph 12.

- ¾ A final report is due within three months from the completion of the project or before March 31, 2010.
- ¾ It is important to identify project objectives. Provide detail on how each objective will be developed, implemented and measured.
- ¾ Do not indicate costs within the text of the work plan. PREPARE THE BUDGET ON A SEPARATE SHEET. This will be more efficient to both the applicant and the Department if revisions are necessary and to facilitate payment of the grant.

Thank you - We look forward to your application.