

## IDPR GRANT APPLICATION CHECKLIST FY2019

Check off the following items as you accomplish them to ensure that your application is eligible and ready to be reviewed by IDPR. Read each question and instructions **thoroughly** and provide all information that is requested.

- Fill out contact information with the person responsible for managing the project once it has been awarded. Make sure contact information is up-to-date and accurate or your project will get lost in the system!
- Common name of the project.** It is important your project has a name that distinguishes it in the system. Simply calling it “heavy trail maintenance” will create challenges for staff and committee members to find it and know where the project is actually located. Please identify projects with a name that is easily connected to the site.
- (Question 8):** IF match is provided by some outside source (not your own agency/group), a letter of commitment **from each contributor** that provides the contributor’s name/company, amount obligated, and a description of the donation is **required**. Matching funds listed in the application will not be considered without a letter of commitment showing a dollar amount and how it was calculated.
- (Question 10)** Provide the common name of the project at the top of the budget page so it can be clearly identified and attached to an agreement. The first line of the budget must be filled in completely or the system will not let you move forward. Enter “0” for an item if you do not have a dollar amount for that cell. The system will calculate your totals and percentages. Please do not fill in these cells manually. If they are not adding correctly, check your line items for accuracy.
- Public Comment.** All grant applications must have proof of public involvement. You will not be able to submit your application until you attach documentation showing how you allowed for public comment. Documents could include a copy of a news release, screen shot of an announcement on your agency website or social media, minutes from a public meeting (city council or county commissioners meeting) or newspaper ad to show that the public was involved. Your public involvement should include detailed information about the project and the funding source you intend to apply for funds. It should also include your agency contact person who will collect public comment.
- Land Ownership.** Grant applicants must have proof of land ownership, if applicable. If you are not the land owner, you must have proof of permission to complete a project at the site you are proposing the project.
- Are all attachments (photos, letters of commitment, drawings, etc.) included? The system won’t require you to attach something for every task. Please make sure you provide enough information for accurate review of your project.

**We strongly recommend talking to IDPR staff and/or committee members before submitting your grant application. Doing this well before the application deadline will allow us to assist you with your grant application and help us catch any deficiencies in your application. We do not know how the system will react to heavy use, so we highly recommend getting your application complete well before the final deadline. Submissions will not be considered after the deadline.**

