Application Checklists

New/Recompete

	eGrants New/Recompete Applicant Checklist
☐	Applicant and Application Information
☐	Narratives (10 page limit, as it prints from eGrants, including facesheet) • Executive Summary • Rationale and Approach (Program Design) • Organizational Capability • Cost Effectiveness and Budget Adequacy • Evaluation Summary or Plan (not included in page limit)
☐	Logic Model (3 page limit, as it prints from eGrants)
☐	Performance Measures (minimum of one aligned performance measure with output and outcome)
☐	Budget (cost reimbursement or fixed), including source of funds section
☐	Funding/Demographics
☐	Review, Authorize, and Submit

Continuation

	eGrants Continuation Applicant Checklist
☐	Update Applicant and Application Information, if necessary. Note in the *Continuation Changes* narrative field if you have updated either section.
☐	**Do not modify the original narrative fields.** Add information in the *Continuation Changes* narrative field as relevant (6 page limit, as it prints from eGrants): • Changes in Operating Sites • Significant Changes in Program Scope or Design • Changes to Performance Measures • Significant Changes to Monitoring Structures or Staffing • Budget revisions Any continuation applicant not requesting changes that fit within the above categories should enter "N/A" in Continuation Changes. CNCS expects that most continuation applications will not be requesting changes.
☐	Update Logic Model, only if changes to the originally submitted logic model are being requested as part of Continuation Changes.
☐	Update performance measures: • If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs. • Continuation applicants whose measures do not align with the 2019 Performance Measure Instructions must also revise their measures to conform.
☐	Review Program Information Section and make selections as appropriate.
☐	Update Budget, including source of funds section (revisions include increases to minimum living allowance, administrative costs, and other Serve Kentucky/CNCS requirements).
☐	Review, Authorize, and Submit