Youth Engagement Zones
Application Checklist

** Applications are due no later than 5:00 pm Eastern Time on March 31, 2011 **

This check-list was designed as a tool to help applicants ensure all necessary steps in the grant application process are complete prior to submission. You are not required to use it, and it should not be submitted to CNCS.

☐ **Before You Begin**

- ☐ The organization has:
  - o An EIN, as well as a DUNS number – **www.fedgov.dnb.com/webform**
  - o Registered with the Central Contractor's Registry – **www.bpn.gov/CCR**
  - o An active eGrants account - **www.nationalservice.gov/egrants/**
- ☐ All individuals involved with application development, approval and submission each have *their own eGrants user accounts* that are connected to the organization's account
- ☐ Send an email to **YEZ@cns.gov** indicating your intent to apply. This step is not required, but it is much appreciated for planning purposes. Simply include your name, organization and contact information.

☐ **Eligibility**

- ☐ The lead applicant is a public or private non-profit organization
- ☐ The lead applicant is physically located in the designated zone and has the organizational capacity to manage the grant
- ☐ The partnership includes at least:
  - o One or more *community-based entities* with demonstrated records of success in service-learning programs with economically disadvantaged students. (For the purpose of this competition, a *community-based entity* is a public or private nonprofit organization that has experience with meeting unmet educational, environmental or public safety needs.)
  - o A *local educational agency (LEA)* serving a high percentage of economically disadvantaged students (a free and reduced-price lunch eligibility rate of 70% or more) and where the graduation rate is less than 70%.
  - o a community college with existing connections to the LEA and/or youth serving organizations; and
  - o a geographic area where less than 30% of the secondary school students are already engaged in service-learning.

☐ **Applicant Info**

- ☐ The application was created under the correct NOFA: Learn and Serve America Youth Engagement Zones FY 2011
- ☐ The Authorized Representative has a current user account and can access the application *(An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization)*

☐ **Application Info**

- ☐ The largest political or municipal entities affected by the program (e.g., counties and cities) are identified
- ☐ NO is checked for the State Executive Order 12372 Process
- ☐ N/A is entered for the State Application Identifier

☐ **Narratives**

- ☐ Executive Summary text is entered
  - ○ The identified "zone" is a limited, contiguous geographic area
  - ○ The data for the participating LEA is included and sources are cited regarding:

    (1) graduation rate(s)

    (2) free and reduced price lunch eligibility rate(s)

- ☐ Community Needs and Service Activities text is entered
  - ○ Provided a detailed description of the zone
  - ○ Identified a specific community challenge and its impact on the residents of the zone
  - ○ Described how service-learning projects will address the need

- ☐ Strengthening Communities text is entered
  - ○ Described community partnerships and the associated roles of each
  - ○ Defined volunteer generation efforts
  - ○ Addressed how partnerships will build community capacity for problem solving
  - ○ Discussed sustainability efforts – supports and resources

- ☐ Participant Development text is entered
  - ○ Described the target population and how participants are recruited
  - ○ Defined the measureable impact on youth and how it will be measured– civic or academic
  - ○ Provided opportunities for youth to participate in planning and implementation
  - ○ Aligned with the K-12 Service-Learning Standards for Quality Practice

- ☐ Three-Year Plan text is entered
  - ○ Training and Technical Assistance - described the type and frequency
  - ○ Evaluation Plan – described how you will document program implementation and track progress toward meeting the desired impacts
  - ○ Timeline – included a detailed first-year plan and significant events that will occur in Years 2 and 3
  - ○ Set measurable targets
    - ▪ Used the prescribed format to define the anticipated outcome related to curricular integration or reaching 90% of youth
    - ▪ Used the prescribed format to describe the anticipated impact for youth participants
    - ▪ Used the prescribed format to quantify the number of service-learning activities carried out that address the identified need and increase community involvement

- ☐ Organizational Capacity text is entered
  - ○ Program Implementation and Oversight – identified key staff roles, responsibilities and qualifications
  - ○ Federal Grant Experience/ Fiscal Oversight Track Record – clarified the capacity of lead applicant to manage federal funds
  - ○ Previous Experience with Learn and Serve America (or CNCS) Grants

(*cont'd*)

- □ Cost-Effectiveness and Budget Adequacy text is entered
    - o Addressed how other resources will be leveraged
    - o Described how community support will be generated
    - o Provided information related to any budget line items that are not self-explanatory
- □ Clarification Summary – only N/A is entered in this field

☐ **Documents** – nothing is included in this section

☐ **Budget**
- □ The budget does not include any Construction Costs
- □ Equipment Costs do not exceed 10% of the CNCS funds requested
- □ The budget includes cash or in-kind matching funds are equal to the amount requested from CNCS (dollar for dollar), and the source(s) of match is identified (dollar for dollar match)
- □ Administrative/Indirect Costs do not exceed 6% of the CNCS funds requested
- □ Calculations are provided where needed

☐ **Funding/Demographics** - entered approximate number of youth participants and other volunteers engaged in service-learning over the 3-year period

☐ **Authorization, Assurances, and Certification**
- □ Review – validate the budget prior to submission
- □ Authorize and Submit
    - o Use the "Verify this Grant Application" feature to check Character Counts
    - o Click to confirm the validity of the application
    - o Read the Assurances and Certification and click to confirm agreement
    - o Make sure you SUBMIT at the bottom of the page

☐ **Survey on Ensuring Equal Opportunity for Applicants (Optional)**