

GRANT APPLICATION CHECKLIST

This checklist is provided as support for applicants to have a successful grant submission to OAG. Refer to application instructions for more detailed information.

Formatting guidelines: Must use the templates provided on the OAG website for requested documents with asterisks. Submission must be submitted via pdf format with the Cover page as first document.

Contact the OAG Grants Manager, LaToya Hampton, with any questions about your application and/or submission process at latoyia.hampton1@dc.gov.

- Grant Cover Page**
- Grant Application Checklist**
- Grant Proposal** (*inclusive of RFA sections outlined*)
 - *I. Project Narrative*
 - *II. Project Budget and Budget Narrative*
 - *III. Organization, Experience, and Qualification of Applicant*
 - *IV. Personnel*
 - *V. Letters of Support*
- IRS W-9 Form***
- DC Office of Tax and Revenue (OTR) Clean Hands** (*issued between 8/5/19 – 10/4/19*)
- DCRA – Certificate of Good Standings** (*issued between 8/5/19 – 10/4/19*)
- Statement of Certification***
- Tax Certification Affidavit***
- Business License and or IRS determination Letter**
- Ethics and Accountability Statement***
- Required Financial Documents Statement***
- Insurance Policy Affidavit***
- EEO Policy Commitment***

**fillable templates can also be found on our website at <https://oag.dc.gov/jobs-partner-opportunities/doing-business-oag>*