

ACCD Grant Application Check List

	Item	Item	Description
	1	Cover Letter	Mission, goals, background, and organization objectives.
	2	Executive Summary / Project Goal (1-2 paragraphs)	Provides a background of the project, the needs, goals, objectives, and impact the project will have on the community.
	3	Project Activities & Description (1-2 Pages)	Provide a detailed narrative about the project. The project narrative must outline the specific tasks to be completed during the project. Also note how the project supports the mission and vision of ACCD and the Allegheny County Comprehensive Plan .
	4	Project Timetable	Provide information on the project's timeline. Include a start date and completion date. A chart or timeline is recommended.
	5	Project Budget & Narrative	Provide specific information regarding budget expenditures for the project. <i>Include a categorical breakdown showing items for which ACCD funding will be applied.</i>
	6	Project Partners & Roles	Provide information on any project partners and identify their role in the project.
	7	IRS 501(c)(3) Determination	Provide a copy of the IRS 501(c)(3) determination letter.
	8	List of Officers	A list of the organizations Officer, Board members, or Trustees and their addresses.
	9	Letters of Support	Provide copies of all letters of support for your project.
	10	Other Information	Any literature or narrative describing the organization or project (optional).

