APPENDIX A. FULL APPLICATION CHECKLIST

Before you submit your application to DOT, please ensure that the following elements are https://www.toastmasters.org/my-toastmasters/profile/club-central/club-rosterincluded in your submission.

	Requirement	Location in NOFO
☐	**Executive Summary** *(should be 500 words or less)*	Section D.2.a
☐	**Technical Assistance and Capacity Building Approach** *(should not be more than 10-single sided, 8.5x11-inch pages, with a minimum 12- point font and 1-inch margins)*	Section D.2.b
☐	**Applicant Expertise, Staffing, and Project Management Plan** *(should not be more than 7 single-sided, 8.5x11- inch pages, with a minimum 12-point font and 1-inch margins. Resumes do not count against the page limit)*	Section D.2.c
☐	**Program Evaluation and Assessment Plan** *(should not be more than 3 single-sided, 8.5x11- inch pages, with a minimum 12-point font and 1-inch margins)*	Section D.2.d
☐	**Budget Narrative and Cost Estimate** *(Excel, Microsoft Word, or PDF document. The Budget and Cost Estimate section should not exceed 2 single-sided, 8.5x11- inch pages, with a minimum 12-point font and 1-inch margins. Organization or company profiles do not count against the page limit and can be compiled and uploaded together as one PDF file and may be shown as an appendix)*	Section D.2.e
☐	**Schedule of Milestones and Deliverables** *(should not be more than 2 single-sided, 8.5x11- inch pages, with a minimum 12-point font and 1-inch margins)*	Section D.2.f
☐	**All required forms** *(SF-424, SF-424A, SF-424B, CD-511, Organizational Documentation, ICR Documentation; submitted as separate PDF attachments to application)*	Section D.2.g