

2017 Base Year Grant Proposal Checklist

Notice of intent to apply for funds for PTAC Operations in 2017: Due Friday, August 12, 2016 – A short letter or email that the center plans on applying for funds to operate during the 2017 program year.

Proposal: Due Friday, September 9th, 2016

- Planned Budget:** Please assume that state dollar totals will be the same as current year funding. If there are any changes you will be notified immediately. (Templates provided)
- Cost Share Budget Information Worksheet:** Completed based upon totals from Budget Proposal. (Template provided)
- 3rd Party Letter of Commitment:** (Template provided)
- Basis of Fringe Benefit Amounts:** (No Template)
- Indirect Rate Memo:** (No Template)
- Certificate of Eligibility:** (Template provided)
- Copy of Host Organization's Latest Audit:** May provide an email link to audit (No Template)
- Proposed Goals based upon 1806 Annual Goals:**

New Clients	
Total Counseling Hours	
Outreach Events	