**Application Review and Selection Process (From 2016-17 RFA)**

**Phase One** – *Review of Application Components*

Each application received will be reviewed by the ALSDE to determine if all the required components are enclosed and complete. In addition, each application will be checked for submission compliance. Partial and/or incomplete submissions for **each** required component of the RFA **will not** proceed to Phase Two.

**Phase Two** – *Federal Compliance Review*

The ALSDE will determine and ensure each application has met all the 21st CCLC program requirements as stipulated by state, local, and federal laws. The ALSDE will conduct a pre-award Risk Assessment. Based on the ALSDE’s assessment of each applicant’s risk of non-compliance pertaining to federal and state statutes, the application may not progress to the next phase.

**Only one grant proposal to serve the students of a particular school(s) may be submitted. If more than one proposal to serve the same school(s) is submitted, none of the proposals will proceed to the reading process.**

Grant awards will range from $50,000-$150,000 per year based on the need and proposed services to the target population.

APPLICATION CHECKLIST

|  |  |
| --- | --- |
| **Requirement** | **Submitted** |
| Intent to Apply form submitted by April 6, 2016 |  |
| Application submitted via the ALSDE Online Grant Application System (eGap) by Friday, May 13, 2016 |  |
| Attended RFA workshop or viewed webinar |  |
| Schools Served unique to this application or  Application is not seeking to serve schools represented by other applicants or existing programs. |  |
| Requested amount within guidelines $50,000-$150,000 |  |
| Cover Page-Form 2 (Signed) |  |
| Assurances-Form 3 (Signed in blue) |  |
| Partnership Agreement-Form 4 |  |
| \*MOU (Only required for Joint Proposal) –Form 5 |  |
| Superintendent/Principal Support-Form 6 (Signed) |  |
| Budget Summary of Expenditures-Form 7 |  |
| Budget Expenditure Detail Form-Form 8 |  |
| Staff Summary -Form 9 |  |
| Budget Line-Item-Form 10 |  |
| Summer program schedule for points |  |
| COMMUNITY BASED ORGANIZATION ADDITIONAL ITEMS |  |
| Notarized business license or Certificate of Existence |  |
| Incorporation papers for 501(c) (3) |  |
| Organizational Chart |  |
| Unqualified Opinion for annual financial statement |  |