

21CCLC RFA Checklist

Before you submit your application, have you...

Pre-Application Work

- Reviewed all RFA Instructions, the rubric, and the application?
- Determined and confirmed your site eligibility based on your Iowa Department of Education accreditation status and Free or Reduced Price Lunch percentage?
- Confirmed that you are in compliance (if a past grantee)?
- Attended a Technical Assistance session?
- Completed a Student Needs Assessment?
- Held your Private School Consultation meeting and completed the log?
- Completed your Letter of Intent?
- Downloaded the PDF of the application so you can work at your own pace and will be prepared to enter your data into the online platform and upload all required documents at the same time?
Remember, you will not be able to save your work in the platform.

Application Requirements

The application is organized into the following sections. We suggest that you prepare each of the sections, download and complete the necessary documents (these are found in the application under "Forms"), and gather all completed materials prior to entering the online platform. **You will not be able to save your work in the platform.**

- Application Information including:
 - Agency contact information
 - Project Director contact information
 - Data collection contact information
 - Fiscal contact information
 - DUNS number
 - Past grantees only: all required information about your most recent grant
- Forms (these are available to download within the online application)
 - Legal Status of Applicant
 - Request for Competitive Priority
 - Minority Impact Statement
 - Private School Consultation Meeting Log
 - Sustainability Planning and Previous Sustainability Form
 - Community Partner Official Notice (if applicable)
 - Assurances and Agreements
 - Collaborative Signatures
 - MOUs (a minimum of 5)
- Site Information
 - School information, including total enrollment, FRPL percentage, and proposed number of youths to be served in your program.
 - Operational information such as before school, after school, and summer proposed start and end dates and times.
 - Proposed Family Engagement activities.

- Financials
 - Completion of section D1: Funding Request Summary
 - Form D2: Budget document
 - Form D3: Budget document and partner contributions
 - Completion of section D4: Financial Resource Information
- Basic Service Components
 - Informational questions regarding best practices at your site
- Project Narrative
 - Abstract
 - Student Needs Assessment
 - Project
 - Research Base
 - Management and Sustainability
 - Communications Plan Template (upload)
 - Partnerships
 - Evaluation
 - Budget Narrative
 - Supplemental Materials (limit of two additional pages - upload)
- Submit your proposal

Post Submission

Did you...

- Receive a “Success!” message after submitting your application? If your application has errors those fields will be highlighted in red and will prevent your application from successfully submitting.
- Receive an automatically generated email confirming the receipt of your application from sppg@sppg.com? **Please check your junk or spam folders.**
- Review the post-application calendar of important dates?
- Receive a PDF of your complete application from Crystal Hall at the Iowa Afterschool Alliance within two days of submitting your application?