APPLICATION CHECKLIST

These are commonly overlooked items. Please check to make sure these components are included in your application.

Budget
_______ If mileage is requested, indicate $0.43 per mile.

If salary is requested:
______ Provide hourly rate and wages
______ Indicate whether salaries include fringe and indirect.
______ If fringe and/or indirect is requested, what is the percentage? Indirect percentage must be justified. Note cap!

______ Documentation for items over $3,000.

______ Match documentation, i.e. a letter of commitment from head of organization. Include exact amount of match in letter.

For projects requesting $50,000 or more:
______ Profit and loss projection
______ 3 years of financial statements
______ Description of project financing (besides district grant funds)

If education project for $50,000 or more:
______ Vision for the project for the following two years after the project period

Work Plan/Tasks
______ SWMD approval for printed materials
______ Bidding for items $3,000 and over

______ No Tax Due letter indicating status. Do not submit the 943 form – this is sent to the state to get the letter.
______ E-Verify Federal
______ E-Verify Missouri

Letters of Support
Letters must include date, signature, and on letterhead, if applicable.
______ Letter from local government
______ Letter(s) from partners
______ Letter(s) from feedstock (material coming in)
______ Letter(s) from end market (where material is going)