

2018 NCHIP APPLICATION CHECKLIST FROM ACJC

Please read the attached 2018 NCHIP Solicitation announcement for thorough details on applying for federal NCHIP grant funds. All applications MUST BE SUBMITTED TO ACJC and must include the required information listed below:

1. **Project Abstract** (pg. 15) – High-quality summary of the proposed project in 400 words or less. Abstracts should be:
 1. Written for the general public audience
 2. Submitted as a separate attachment titled “Project Abstract”
 3. Single-spaced, 12pt Times New Roman Font with 1-inch margins.
2. **Program Narrative** (pg.15)–The following sections should be included as part of the program narrative:
 1. Statement of the Problem
 2. Project Design and Implementation
 3. Capabilities and Competencies
 4. Identify and Include Data Collection Plan - Discuss how your agency will gather the required data/track performance data if funding is received.
**Applicants will be required to submit specific data to ACJC as part of reporting requirements to BJS (page 18 of solicitation.)*
**The Program Narrative should clearly define specific priority areas your project will support, allowable under the NCHIP Grant. (pg. 6-9)*
3. **Budget Detail and Narrative Worksheet** (pg. 20-23)
 - A. Budget Detail Worksheet
 1. Please use the attached Excel spreadsheet to complete your budget detail and a thorough narrative section.
 2. For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.gov/financialguide/index.htm.
 3. 10 % Match Costs (pg. 11) - All agency applications must clearly identify the source of the 10 percent non-federal portion of the total project costs and how they will use match funds.
 - B. Budget Narrative - The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
 1. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet.
 2. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project.
 3. The narrative may include tables for clarification purposes but need not be in a spreadsheet format.
4. **Project Timeline with costs (pg. 25) (use template attached)** – Outlines each activity, completion time, and responsible party.

5. **Include Civil Rights Training Certificate (ACJC Requirement)** - attach as separate document from application. Information on how to complete the online training can be found on the ACJC Grants page <http://www.azcjc.gov/grants> by clicking on the Civil Rights tab.