

Grant Reimbursement Grant Checklist

	TASK	Applicable Resource	Due Date	Complete
1	Grant Preparation & Research			
a.	Revived grant FAQ			<input type="checkbox"/>
b.	Revived grant requirements/expectations			<input type="checkbox"/>
c.	Contacted PA department with any grant questions			<input type="checkbox"/>
2	Unit Information			
a.	Unit Contact Information			<input type="checkbox"/>
3	Project Information			
a.	Identify Project Lead			<input type="checkbox"/>
b.	Identify Additional Project Members			<input type="checkbox"/>
c.	List start date of program			<input type="checkbox"/>
4	Project Description			
a.	Project Outline			<input type="checkbox"/>
b.	Project Needs			<input type="checkbox"/>
c.	Project Implementation			<input type="checkbox"/>
5	Program Qualifications			
a.	Research demographics of constituency base			<input type="checkbox"/>
b.	Research level of political participation of constituency base			<input type="checkbox"/>
c.	Data on underserved and underrepresented constituencies			<input type="checkbox"/>
d.	Outline how initiative supports outreach and inclusion long-term			<input type="checkbox"/>
6	Project Budget			
a.	Create budget outline to determine appropriate asks			<input type="checkbox"/>
b.	Identify budget items			<input type="checkbox"/>
c.	Identify projected costs			<input type="checkbox"/>
d.	List amounts the organization plans to contribute			<input type="checkbox"/>
e.	List amounts of reimbursement being requested			<input type="checkbox"/>
7	Application Draft to Unit for Review			
a.	Reviewed Draft With Officers			<input type="checkbox"/>
8	Final Application to MN DFL			
a.	Submitted Application By Due Date			<input type="checkbox"/>