

Checklist Used by OEEF Staff in Reviewing Applications

A. Overall

1. ___ Project eligible?
2. ___ Project meets which of OEEF's Educational Priorities: #_____
3. ___ Organization eligible?
4. ___ Initials of staff member who provided pre-review, if any

B. Application Cover Sheet

5. ___ Legal Name of Organization - not individual
Include School District, if missing. _____
6. ___ Federal Tax ID number included
7. ___ Collaborators identified on cover sheet appear to be correct based on their role as described in the proposal
8. ___ Grant request between \$5,000 and \$50,000
9. ___ Grant request same amount as OEEF Total on Budget Spreadsheet
10. ___ Time lines and start date consistent with OEEF Guidelines
11. ___ Grant duration 30 months or less
12. ___ Audience identified by applicant is correct for the project
If not, re-assign to audience: _____
13. ___ **Under-served Audience:** Award 10 extra points if the proposed project targets a general public or regulated community audience.
14. ___ List of counties identified by applicant appears correct based on activities in project description
15. ___ **Under-served Counties:** Award 5 points if the applicant organization is located in (OR all the proposed activities will take place in) a county/counties that OEEF has defined as under-served (i.e., where fewer than two grants have been awarded). Award 3 points if some of the proposed activities will take place in counties that OEEF has defined as under-served.
16. ___ Is this a revision of a previous application? (check last 2 cycles)
If yes, OEEF ID# _____
17. ___ Has applicant previously received OEEF grant(s)?
If yes, OEEF ID# _____
18. ___ Was previous grant awarded in the past twelve months?
19. ___ Is any previous grant still open? If yes, is previous grant likely to close before the Council meeting for this current grant cycle?

C. Audience Categories and Project Issues

20. ___ Comment if applicant appears to have made assignments in error

D. Contact Information

21. ___ Filled in correctly
22. ___ One person is not serving in all 3 roles (director, fiscal, authorizing)

E. Project Description - Overall

23. ___ Format followed
24. ___ Sections missing or added

F. Timetable

25. ___ Format followed: activities, time line, % of budget expenditures are included as outlined in the guidelines
26. ___ OEEF-funded activities do not begin before the earliest start dates published in these guidelines

G. Budget Narrative

27. ___ Itemized detail is provided
28. ___ Figures are accurate

H. Budget Spreadsheet

29. ___ Format followed
30. ___ Figures are accurate

Personnel

31. ___ **Salaries:** for each OEEF-funded position, hourly or yearly wage is listed, along with hours or percent of time to be devoted to the project
32. ___ **Benefits:** Explanation of how calculated and % used for fringe.
33. ___ **Stipends or Substitute:** OEEF is not asked to pay for both for the same teacher for the same day

Comments on Personnel section of budget:

Non-Personnel

34. ___ **Supplies:** Identified, grouped, unit priced, and totaled
35. ___ **Equipment:** Itemized, grouped, unit priced and totaled
36. ___ **Printing:** Itemized, # of copies, unit price, and totaled
37. ___ **Other:** Categorized, method of calculation, and totaled

Comments on Non-Personnel section of budget:

Contractual

38. ___ Name of party, organization, # of hours, hourly wage, total

Comments on Contractual section of budget:

39. ___ **Ineligible Expenses**

Comments on Ineligible Expenses in proposed budget:

40. ___ Applicant is providing the required cash or in-kind match equal to 10% of the amount requested from OEEF

41. ___ Award five extra points if the applicant (with their collaborators) has provided a **strong, well-documented cash or in-kind match** that greatly exceeds 10% of the funds requested from OEEF

I. Letters of Collaboration and Support

42. ___ Collaboration does not appear to be needed for this project to succeed

43. ___ If the project is collaborative, documentation letters with specific commitments are included from *some* of the collaborators

44. ___ If the project is collaborative, documentation letters with specific commitments are included from *all* of the major collaborators

45. ___ Some needed commitments are not included or documented

46. ___ Award five extra points for projects with very **strong, well-documented collaboration**

47. ___ Award five extra points if the applicant has provided documentation of **support for the project from members or appropriate representatives of the target audience**. (Letters or applications from teachers of the targeted grade level will meet this criteria for the pre-school to university audience. Letters or applications from an established trade or professional association will meet this criteria for the regulated community audience.)

48. ___ **Attachments**, if any, are relevant to the applicant's ability to successfully complete the proposed project

49. ___ **Other**

FOR PAPER APPLICATIONS ONLY (January 2006 Cycle):

- 50. ___ **Bound Correctly** – stapled in upper left corner
- 51. ___ **Appropriate Print Size** – to be 12 point or larger
- 52. ___ **No Cover Letter** – if included, remove before forwarding to reviewers.
- 53. ___ **Original Signature of Authorizing Agent** on Cover Sheet
- 54. ___ **20 Double-sided Copies Provided**
- 55. ___ **Project Description** is 10 Pages or less
(exclude cover pages and budget spreadsheet)