

# **Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy**

## **Grant Application Checklist**

(Refer to Guide for Writing a Grant Proposal for details)

### **COVER PAGE – 1 PAGE MAXIMUM**

The eligible recipient shall complete the appropriate cover page. GCC faculty/staff should complete an “internal” cover page while a non-GCC applicant should complete an “external” cover page. At a minimum, the cover page should contain the following information: grant title, project title, date submitted, organization’s name including address, telephone, and point of contact and email address, and appropriate signatories [Appendix B].

### **ABSTRACT [1-PAGE MAXIMUM, DOUBLE SPACED]**

The abstract provides concise information – capturing significant aspects of the project and responding to *what*, *who*, *why*, and *how*. What is the purpose of the proposed project? Who is the target population? Why is this project essential? What successful outcomes do you anticipate from this project? What is the budget necessary to effectively implement the identified goal(s) and objectives? How will you implement the required activities?

This one-page (double-spaced) document is an overview of the proposed project’s goals and objectives.

### **ELIGIBLE PROVIDER QUALIFICATION FORM**

### **EVIDENCE OF DEMONSTRATED EFFECTIVENESS**

### **APPLICATION NARRATIVE (STATEMENT OF NEED)**

### **BUDGET**

### **WORK SCHEDULE PLAN**

### **GEPA**

### **ASSURANCES**