

## TECHNICAL ASSISTANCE WORKSHOP

Workforce Investment Opportunity Act (WIOA) Title II, Adult Education and  
Family Literacy

### PROPOSAL PACKET CHECKLIST

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

- Cover page** – Complete appropriate form (internal or external); signed and dated
  
- Abstract** – One page (maximum)
  
- Statement of Need** – Three pages (maximum)
  
- Statement of Work** – Seven pages (maximum); develop concise paragraphs on each of the nine items; complete Work Schedule Plan
  
- Project Outcomes** – Two pages (maximum); performance measure(s) should correspond to a project objective identified in the Work Schedule Plan
  
- Budget**- no page limit; link back to project objectives and Work Schedule Plan, provide complete detail list and narrative/justification for each category
  
- Attachments**- provide required (ED80-0014, GCC Special Project/Grant Budget Form, 501 (c) Certificate of Tax Exemption (non-profit), copy of recent publishes financial statement, curriculum, quotations, resume, travel documents) and other documents to support proposal.
  
- Submission**- An original along with **two complete copies** of the proposal are required. If applicable, submit the grant proposal to the appropriate office for review/approval prior to its submission to State Agency Office (Guam Community College, Student Services and Administration Building, room 2209- Planning and Development Office). Proposal will NOT be accepted at the State Agency Office after the submission deadline.
  
- Questions**- Contact Priscilla C. Johns, [priscilla.johns@guamcc.edu](mailto:priscilla.johns@guamcc.edu) or 735-5517.