



POWER 2016

www.arc.gov/power

ARC 2016 POWER INITIATIVE TECHNICAL ASSISTANCE GRANTS

Checklist for the Grant-Writing Assistance Funding Application

This checklist will guide you through the POWER Initiative grant-writing assistance funding application and help you prepare the information you will need to complete the application. *NOTE: If you are applying for funding for more than grant-writing assistance, see the Checklist for the General Technical Assistance Funding Application.*

Project Information

1. The state, region, and counties served by the technical assistance requested. Attach a map to illustrate the project service area.
2. A description of the coal impacts on the region that will be assisted by the technical assistance proposal. Cite third-party data. (A March 2016 study on the Appalachian coal industry, power generation, and supply chain, available at www.arc.gov/research, provides some county-level coal-mine employment and coal production data for the Region. Other potential data sources are listed in the POWER 2016 Technical Assistance FFO available at www.arc.gov/power.)
3. Project Name.

Budget Information

4. The amount of ARC funds requested and all matching resources (both cash and in-kind). Each budget line item must include:
 - a unique line item name,
 - a budget category,
 - summarized budget notes, and
 - a budget amount.

See a sample budget with the level of detail required at power.arc.gov/docs/sample_budget.pdf.

All matching resources (both cash and in-kind) must be documented by commitment letters. You must include all match commitment letters in your application.

5. A description of the project's major budget categories, explaining how these budget elements support the project's objectives, including any in-kind activities.

Project Management

6. The name of the person or persons who will carry out the work of the project (including the consultant, or consultant team, if known) and their qualifications. Describe the competitive process used for selecting all consultants. Resumes and other documents supporting the qualifications of the TA providers should be included in this proposal.

Standard form 424

Name, title, and full contact information of the individual authorized to submit the application.

- Applicant's name and address.
- Applicant's Employer Identification Number (EIN).
- Applicant's Data Universal Number System (DUNS) number. (Visit the Dun & Bradstreet Web site at <http://fedgov.dnb.com/webform/displayHomePage.do> or call 1.866.705.5711 to register or search for your DUNS number.)
- Applicant's System for Award Management (SAM) Commercial and Government Entity (CAGE) code and registration expiration date. (Visit the System for Award Management Web site at <https://www.sam.gov/portal/SAM/> to register or search for SAM codes and registration expiration dates.)
- Name and full contact information of the individual authorized to sign the SF424.
- Full project budget, including the amount of funding you are requesting from ARC and the dollar amounts of each matching contribution.