Correctional Facility Grant Program (CFGP)

GRANT APPLICATION CHECKLIS T

Application solicitation begins on **September 1, 2025**.

Application must be submitted by **October 15, 2025.**

Please use the following checklist to ensure you have submitted all of the required documents with your grant application.

**APPLICATION MUST INCLUDE THE FOLLOWING DOCUMENTS/ATTACHMENTS**:

[ ]  Budget Narrative

[ ]  Budget Detail (template provided)

 **NOTE**: Other Budget categories appear in COSMOS system, however, **ONLY** the following Budget Detail category items can be requested for this grant:

 SALARIES AND WAGES – FTE Staff Professionals; Fringe Benefits; Contractor(s)

 OPERATING EXPENSES– Professional Development; Supplies; Travel; and Other

[ ]  Job descriptions for CFGP Paid Staff/Volunteers/Contracted Staff (if requesting Salaries and Wages)

[ ]  Letters of Support or Memorandum of Understanding (MOU) - If partnering with outside entities for grant-funded project

**OTHER NOTES**:

On the **GENERAL** tab in the COSMOS system grant application, enter the following responses:

**Research and Development:** “Is this grant for research and development?” Select “No”

**Match Amounts**: Enter “0” for Match Amounts and “n/a” for Source in each box.

