



APPLICATION CHECKLIST

Application solicitation begins on **July 1, 2025**

Application must include the following documents/attachments:

- Articles of Incorporation 501-C3 (if applicable)
- Board of Directors list (please include contact information)
- Lobbying and Debarment Certification (if applicable)
- EEOP Certification (if applicable)
- Single Audit Certification
- Budget Narrative
- Budget Detail worksheet
- VOCA paid staff job descriptions
- Volunteer job descriptions
- Letters of Collaboration
- Match Documentation

Application must be submitted by **NOON on July 31, 2025** Once

notified of the award the following items must be completed:

- Print/download copy of the Federal Award Identification for record keeping purposes
- Award acceptance in COSMOS, Award may be rejected if funding is not sufficient. **Due September 23, 2025**
- Budget Revision, if award was less than requested. **Due September 23, 2025**
- Crime Victim Allocation Revision, if awarded less than requested. **Due September 23, 2025**
- Risk Assessment. **Due September 28, 2025**
- Update SAM.GOV expiration in agency profile in COSMOS. **Due October 12, 2025**
- Complete the Subgrant Award Report (SAR). **Due October 12, 2025**