

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- ☐ 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- ☐ 2) Declaration Statement
- ☐ 3) Verify that grant shall be used for a public purpose
- ☐ 4) Background and Summary
- ☐ 5) Service Summary and Outcomes
- ☐ 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- ☐ 7) Experience and Capability
- ☐ 8) Personnel: Project Organization and Staffing

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AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE