

## Application Checklist

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Prior to submitting your application, please use the following checklist to assist you in reviewing your Fiscal Year 2001 TOP application. The checklist will help ensure the completeness of your application and its compliance with TOP requirements. **DO NOT RETURN THIS CHECKLIST.**

- ' Have you allowed sufficient time for the complete application package to be received by TOP before **Thursday, March 22, 2001 at 8:00 P.M., Eastern Standard Time**?
- ' Have you included **one (1) original and five (5) copies** of the application? Have you **binder clipped the original and one copy**, and have you **stapled the four (4) remaining copies**? (See "Total Number of Copies" section of *Guidelines*)
- ' Is the **Project Narrative** within the required 8 (eight) page limit? (See "Page Limit" section of *Guidelines*)
- ' Are the figures presented in the **Budget Narrative**, the required **Standard Form 424A**, and the required **Standard Form 424, Box 15(a)-(g)** in agreement? Did you check the math?
- ' Do the original copies of each required form have **easily identifiable original signatures**? (See "Signatures" section of *Guidelines*)
- ' Have you **completed and signed** the required **Standard Forms**? Please note that failure to submit these forms will result in rejection of your application.
  - ' SF-424
  - ' SF-424A (no signature needed, you only need to fill out the front page)
  - ' SF-424B
  - ' CD-511
  - ' SF-LLL (if applicable)
- ' Have you included the **Legal Name of the Organization** in Standard Form 424, Box 5?
- ' Have you included a **complete Street Address** in Standard Form 424, Box 5?
- ' Have you provided a **telephone number** and, if available, a **fax number** and **e-mail address**?
- ' Have you followed the prescribed format for **project Start Date** and **project End Date** (Box 13) in Standard Form 424?
- ' Have you included a **single Congressional District** in Standard Form 424, Box 14(a)?