



## Checklist: Draft Review

### Eligibility

- Missouri-based (Missouri-majority board)
- Tax-exempt organization, 501(c)(3) or school, church, government
- DUNS number is included in profile.
- All programs take place between July 1 and June 30 of the funded fiscal year.

### Budget

- Includes an adequate amount of matching dollars.
- Does not include in-kind.
- Request is no more than 50% of budget.
- Any expenses noted in the narrative are present in the budget.
- Does not include negotiated rates that will be reduced after funding.
- If unallowed expenses are included in the budget or narrative, note that MAC money will not be used to pay for them.
- Personnel is regularly paid staff, all others are outside expenses.

### Narrative

- Budget items should be supported in the narrative.
- Clearly written; does not raise questions that aren't answered.
- Program locations (to be funded) are in Missouri.
- Project ending date aligns with last date of scheduled programs, unless for operating support.

### Attachments

- All attachments are an accepted file type.
- Includes all required attachments (typically board list, financial statement, bios).
- Board list should be on a spreadsheet, identify officers, provide contact information and term limits for all members. Majority of board must reside in Missouri.
- Budget breakdown mirrors the summary budget line numbers and headings, with additional detail to understand how you arrived at the figures.
- If the financial statement indicates there is a deficit, address that in the application.
- Required information in the financial statement includes statement of assets and liabilities, fund balance, revenues and expenses, accounting type (cash or accrual), and dates. This may be on more than one document.
- Financial statement matches figures in application questions.

### Authorization & Submit

- Signed by authorized official
- Save authorization and go to next page to submit draft.

**Remember: Easy to read and easy to understand is easy to fund.**