



Checklist: Draft Review

Eligibility

- Missouri-based (incorporated in Missouri; foreign incorporations are not eligible).
- Tax-exempt organization.
- DUNS number is included in profile.
- All programs take place between July 1 and June 30 of the funded fiscal year.
- Program locations to be funded are in Missouri.

Narrative

- Budget items should be supported in the narrative.
- Clearly written. Narrative should answer questions and not raise questions or concern.

Budget

- Includes an adequate amount of matching dollars.
- Does not include in-kind costs in the budget.
- Request is no more than 50% of total budget.
- Any expenses noted in the narrative are present in the budget.
- Budget Detail explains how you arrived at the budget numbers.
- Does not include negotiated rates that will be reduced after funding.
- If unallowed expenses are included in the budget or narrative, then there's a notation that MAC money will not be used to pay for them.
- Personnel* is regularly paid staff, all others are *outside* expenses.

Attachments

- All attachments are an accepted file type.
- Includes all required attachments (board list, financial statement, bios, etc.).
- Board list should be on a spreadsheet, identify officers, provide contact information, and term limits for all members.
- 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.
- Financial statement matches figures in application questions.

Authorization & Submit

- Signed by authorized official

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