

Checklist Used by OEEF Staff in Reviewing Mini-Grant Applications

A. Overall

1. ___ Project eligible?
2. ___ Project meets which of OEEF's Educational Priorities: #_____
3. ___ Organization eligible?
4. ___ Initials of staff member who provided pre-review, if any

B. Application Cover Sheet

5. ___ Legal Name of Organization - not individual
Include School District, if missing. _____
6. ___ Federal Tax ID number included
7. ___ Collaborators identified on cover sheet appear to be correct based on their role as described in the proposal
8. ___ Grant request between \$500 and \$5000
9. ___ Grant request same amount as OEEF Total on Budget Spreadsheet
10. ___ Time lines and start date consistent with OEEF Guidelines
11. ___ Grant duration 12 months or less
12. ___ Audience identified by applicant is correct for the project
If not, re-assign to audience: _____
13. ___ **Under-served Audience:** Award 10 extra points if the proposed project targets a general public or regulated community audience.
14. ___ List of counties identified by applicant appears correct based on activities in project description
15. ___ **Under-served Counties:** Award 5 points if the applicant organization is located in (OR all the proposed activities will take place in) a county/counties that OEEF has defined as under-served (i.e., where fewer than two grants have been awarded). Award 3 points if some of the proposed activities will take place in counties that OEEF has defined as under-served.
16. ___ Is this a revision of a previous application? (check last 2 cycles)
If yes, OEEF ID# _____
17. ___ Has applicant previously received OEEF grant(s)?
If yes, OEEF ID# _____
18. ___ Was previous grant awarded in the past twelve months?
19. ___ Is any previous grant still open? If yes, is previous grant likely to close before the Council meeting for this current grant cycle?

C. Contact Information

- 20. ___ Filled in correctly
- 21. ___ One person is not serving in all 3 roles (director, fiscal, authorizing)

D. Project Description - Overall

- 22. ___ Format followed
- 23. ___ Sections missing or added

E. Timeline

- 24. ___ OEEF-funded activities do not begin before the earliest start dates published in these guidelines

F. Budget Spreadsheet and Narrative

- 25. ___ Format followed
- 26. ___ Itemized detail is provided
- 27. ___ Figures are accurate

Personnel

- 28. ___ **Salaries:** for each OEEF-funded position, hourly or yearly wage is listed, along with hours or percent of time to be devoted to the project
- 29. ___ **Benefits:** Explanation of how calculated and % used for fringe.
- 30. ___ **Stipends or Substitute:** OEEF is not asked to pay for both for the same teacher for the same day

Comments on Personnel section of budget:

Non-Personnel

- 31. ___ **Supplies:** Identified, grouped, unit priced, and totaled
- 32. ___ **Equipment:** Itemized, grouped, unit priced and totaled
- 33. ___ **Printing:** Itemized, # of copies, unit priced, and totaled
- 34. ___ **Other:** Categorized, method of calculation, and totaled

Comments on Non-Personnel section of budget:

Contractual

- 35. ___ Name of party, organization, # of hours, hourly wage, total

Comments on Contractual section of budget:

- 36. ___ **Ineligible Expenses**

Comments on Ineligible Expenses:

- 37. ___ Applicant is providing the required cash or in-kind match equal to 10% of the amount requested from OEEF
- 38. ___ Award five extra points if the applicant (with their collaborators) has provided a **strong, well-documented cash or in-kind match** that greatly exceeds 10% of the funds requested from OEEF

I. Letters of Collaboration and Support

- 39. ___ Collaboration does not appear to be needed for this project to succeed
- 40. ___ If the project is collaborative, documentation letters with specific commitments are included from *some* of the collaborators
- 41. ___ If the project is collaborative, documentation letters with specific commitments are included from *all* of the major collaborators
- 42. ___ Some needed commitments are not included or documented
- 43. ___ Award five extra points for projects with very **strong, well-documented collaboration**
- 44. ___ Award five extra points if the applicant has provided documentation of **support for the project from members or appropriate representatives of the target audience.** (Letters or applications from teachers of the targeted grade level will meet this criteria for the pre-school to university audience. Letters or applications from an established trade or professional association will meet this criteria for the regulated community audience.)
- 45. ___ **Other**
Comments