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## APPLICATION CHECKLIST

*Of the People: Widening the Path: Connecting Communities Digital Initiative Grants  
Artist or Scholar in Residence*

We have provided this checklist to applicants as a handy reference for you as you complete your application. It is not required and does not need to be submitted with your application.

### CHECKLIST

- ☐ Registered with **SAM.gov** (Note: Registration is free, but it may take up to three weeks to become active in the system.)
- ☐ A completed **Proposal Narrative**, including the following elements:
  - ☐ **Cover Page**
  - ☐ **Project Details** (maximum 8 pages, double-spaced, 11-point font)
  - ☐ **Appendices**
  - ☐ **All other required documents** as applicable, per Section D.5.1.1 of the Notice (Other Information)
- ☐ A completed **Budget Plan Worksheet**
- ☐ A completed **Budget Narrative** (2-4 pages, double-spaced, 11-point font)
- ☐ A completed **SF-424 Application for Federal Domestic Assistance - Individual Form**
- ☐ **Read through Section D.6 of the Notice** (Submission Requirements) and ensure that all application documents:
  - ☐ are within file size limits (no more than 20 MB);
  - ☐ adhere to required file naming conventions;
  - ☐ are not zipped or locked; and
  - ☐ are not submitted via third party websites.