



# FY 2020 School Violence Prevention Program (SVPP)

## Application Attachments Checklist

Step	Complete?
<b>Have you followed the Narrative Attachment format?</b>	
Double-spaced	<input type="checkbox"/>
8.5 x 11 inch page	<input type="checkbox"/>
One-inch margins	<input type="checkbox"/>
Type no smaller or larger than 12 point	<input type="checkbox"/>
Times New Roman font	<input type="checkbox"/>
Pages are numbered	<input type="checkbox"/>
Adobe PDF files (.pdf)	<input type="checkbox"/>
No more than 8 pages long	
<ul style="list-style-type: none"><li>Note: Items counting toward the 8 page limit include executive summaries, abstracts, timelines, graphs, and charts.</li><li>Items <b>not</b> counting toward the 8 page limit include cover page, table of contents, and references (if formatted as endnotes).</li></ul>	<input type="checkbox"/>
<b>Have you completed the following requirements?</b>	
Project Narrative that includes headings and discussion that correspond to the SVPP solicitation:	
<ul style="list-style-type: none"><li>School Safety Planning Efforts</li><li>Funding Request and Integration</li><li>Management and Implementation Plan (with a quarterly or monthly timeline)</li><li>Sustainability Plan</li></ul>	<input type="checkbox"/>
Budget Narrative that includes the following:	
<ul style="list-style-type: none"><li>All items that link to the proposed SVPP project discussed in the project narrative</li><li>The dollar amounts of items requested</li><li>Statement acknowledging the local match requirement</li></ul>	
Letter(s) of Support that includes the following:	
<ul style="list-style-type: none"><li>Confirmation of major partners/significant stakeholders planned involvement and support of the project</li></ul>	<input type="checkbox"/>

**Complete all items in this checklist before submitting your application.**