Application Checklist

This application checklist has been created as an aid in developing and applying for the FY 23-24 Violence Intervention and Prevention (VIP) funding announcement.

Before Starting Your Application

☐   Review PCCD's Grants Readiness Self-Assessment Checklist

☐   Review PCCD's Applicant's Manual

☐   Review PCCD's Grant Application Pre-Award Checklist

☐   Read through the Funding Announcement in its entirety

☐   Read through the PDF of the SurveyMonkey questions

☐   Determine which track your organization is applying under: VIP or CCVI

☐   Review the Proposal Narrative template for appropriate track: VIP Track or CCVI Track.

☐   Sign up for PCCD's informational webinars (found on Page 11 of the funding announcement)

☐   Determine organization's total operating expenditures for the period of July 1, 2022-June 30, 2023

  • *You will be required to submit documentation to verify.*

☐   Determine applicant eligibility

  • *If your organization is a 501(c)(3) nonprofit organization, provide the link to your organization's nonprofit notation (e.g., GuideStar profile) OR provide supporting documentation.*

☐   If you've received prior finding from PCCD, prepare responses as questions will be asked around these initiatives and why more funding is needed.

☐   Select two contacts to list – PCCD will use the listed contact information to reach your organization.

☐   Do you need to contact West Ed, the VIP TTA provider, for assistance? (https://papeacealliance.org/)

☐   If applying under the CCVI track, and you completed an inventory assessment, provide that documentation.

☐   If applying under the CCVI track, review the Appendix on page 13 of the FA.

Submitting Your Application

Submission of your application is through the SurveyMonkey link. Please ensure you have the following attachments ready to upload *(* = required)*:

☐   Project Narrative Template and Budget Table(s)/Narrative(s)*

☐   Letters of Support and/or references*

☐   Organization Operating Budget Documentation*

☐   Other Required Attachments identified in the funding announcement *(CCVI applicants only)*

☐   Applicant Readiness Checklist *(optional)*

☐   Additional Information & Attachments *(optional)*

Please note: You will not receive a confirmation email from SurveyMonkey once submitted.