# Application Checklist

1. **Application Questions**  
   - PDF Form Fill  
   - Can submit a separate signature page

2. **Budget Narrative**  
   - Can be Word, PDF or Excel documents

3. **Gap Analysis**  
   - Excel Form

   Can be Word, PDF or Excel documents
   
   Must be a single document under 100 MB) containing the following program operations elements for each program site included in the application for school year and summer programming:

   - Program Site Name
   - Cost Per Student - amount of funding requested for this site/number of students to be served per year
   - Proposed Average Daily Attendance
   - Grades to Be Served
   - Number of Hours Per Week
   - Number of Weeks
   - Weekly Schedule (M-Th. 2:30 to 5:30 & Fri. 2:30 to 5:00)

4. **Program Site Information**

5. **Up to 7 Optional Chart or Graphs**  
   - Not required - Can be Word, PDF or Excel documents