

Programmatic Checklist for Public High School Grants

It is extremely important that you have thoroughly read and incorporated the details in the guidelines. All special agreements or justification statements should be written and attached to your application. For completeness and accuracy, you may use the following as a checklist:

1. Problem Identification

- **Clearly as possible present the driver education problem(s) that you will use the grant funds to remedy.**
- **Provide a statement of driver education coverage in your geographic area and school.**
- **Identify the potential audience, age range and number of people to be reached.**

2. Project Objectives

- **Are the objectives measurable?**
- **Do the objectives clearly relate to the mission?**

3. Project Activities and Evaluation

- **Do the activities clearly support the objectives?**
- **Are the activities phased into the project in proper order?**
- **Are quantifiable measures being collected?**
- **Is a progress report planned?**
- **Is the project evaluation designed to clearly demonstrate administrative and/or impact effectiveness?**

4. Media Plan

- **Is there a plan to announce receipt of the grant?**
- **Are media sources listed?**
- **Is a draft announcement attached to the application?**

5. Resource Requirements

- **Are resources described and supported in the activity section?**
- **Are types and quantity of equipment required in the project indicated?**
- **Is required training for personnel described and indicated in activity section?**
- **Are your requested resources reasonable, necessary and allocable?**

6. Self-Sufficiency

- **Have you prepared a statement that indicates how the activities of the project will be continued after the State funds are no longer provided?**
- **Did you identify potential sources of funding?**