

Minnesota Office of Justice Programs (OJP)
Short-term Coronavirus Relief Fund (CRF) Grants

Grant Application CHECKLIST

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING:

NOTE: e-grants will not let the application be submitted if any of these are missing

Project Information form (enter directly in e-grants)

DUNS Number and SAM.gov Registration (see [registration guide](#))

Narrative (upload Word document)

Budget (with calculations included)

Indirect Documentation form (if including indirect costs in the budget)

Organizational Financial Information form that includes:

Upload of Articles of Incorporation or 501 (c)(3) documentation

Upload of required financial document (e.g., audit, Form 990 – whatever applies)

Upload of allocation method (if using one in your budgeting)

Federal Requirements for Employers form that includes:

Equal Employment Opportunity (EEO) Certification (Go to the [EEO Certification Site](#), complete the EEO Reporting Tool process and upload the certification form)

Civil Rights (view the Civil Rights PowerPoint Presentation, then print, sign and upload the Civil Rights Training Acknowledgement Form)

USDOJ Certifications (download 2 documents from e-grants, print, sign and upload)

Employer Requirements Statement: (upload Word document addressing A & B)

- A. How does your organization properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2)? For more details on the OJP [website](#).
- B. How does your organization determines suitability before certain individuals may interact with participating minors? The details of this requirement are posted on the OJP [website](#).

For more information, refer to the [Request for Proposal Document](#)