

NJSACC Mini-Grant Checklist



Please use and enclose this checklist to make absolutely sure that you have filled out and included all the necessary information to apply for the Mini Grant.

Applications that are missing any information will be disqualified so be sure to double check your work!

- All program information on Application (Page 1) is filled out **COMPLETELY** – address, phone numbers, number of children served, email address etc.
- Budget Sheet (Page 2) is complete and the full amount of \$2,500.00 has been accounted for
- Typed narrative is enclosed and is **no more than 2 pages** in length
- You have enclosed a copy of your most recent State Licensing Certificate from the NJ DHS Office of Licensing
- Checklist (Page 3) is complete

When you are certain that the checklist is complete and you have enclosed all of the information above please mail your application to:

**NJSACC Mini Grants
231 North Avenue West #363
Westfield, NJ 07090**

**Remember: All applications must be received by NJSACC
no later than February 26, 2010 by 5pm!**