



Scoping Meeting Form  
 (This form must to be used to organize grant proposal development)

Name of Grant Writer:
Date of Initial Scoping Meeting:
Date(s) of Follow-Up Scoping Meetings

Type of Grant <input type="checkbox"/> New <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction  <input type="checkbox"/> Continuation (Indicate previous grant name and project period here).  Application Deadline:
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Action	Person Responsible Name and Department	Date of Completion
Complete Pre-Approval Form		
Tribal Resolution		
Needs Assessment		
Abstract		
Narrative		
1. Project Description		
2. Results or Benefits Expected		
3. Approach		
4. Evaluation		
5. Additional Information Staff and Position Data – Job Descriptions or Biographical Sketches		
Budget Meeting (A budget meeting will be held between the Grant Writer, Grant Requestor, Person Responsible for Grant Implementation and CFO/Financial Accountant		
Letters of Support		
Cooperative Agreements (MOU's, MOA's)		
Certifications and Assurances		
Assurances-Non-Construction		
Assurances-Construction		
Certification-Debarment and Suspension		
Certification-Drug Free Workplace		
Certification-Lobbying		
Certification-Program Fraud Civil Remedies		
Certification-Environmental Tobacco Smoke		
Disclosure of Lobbying		
SF-424		
Complete Final Approval Form		
Obtain All Required Signatures		
Submit Application		