

**Illinois Community College Board
Adult Education and Literacy
Application Checklist**

For your convenience, the checklist will ensure you have all of the required documents.

	Signature Page
	Consortium Signature Page for EACH Consortium Member *If applicable
	Budget Narrative
	Uniform Grant Budget
	Grant Narrative
	Work Plan
	Evidence of Not-for Profit Status or Not-for Profit Organizations, if applicable
	Proof of Adequate Liability Insurance
	List of Current Board Members

1. **Signature Page** – Applicants must record the FY 2022 request, matching funds, and estimated number of students that will be served in addition to the contact information for all appropriate staff. The Chief Executive Officer MUST sign the Cover Page.
2. **Consortium Signature Page** – If a consortium is proposed, the Consortium Signature Page with descriptions of all partners must be included. Additionally, the signature page includes a narrative requirement which outlines roles and responsibilities and the budget amount for consortium partner.
3. **Budget Narrative** – Applicants must identify any proposed subgrantees, fiscal resources for the 25% match requirement, the cost allocation, and the service ratio with organizational charts.
4. **Uniform Grant Budget(s)** – Applicants must record the FY22 requests under the appropriate line item listed on the attachment. The budget should include FY22 requested amount only. This budget does not need signed at this point in time.
5. **Grant Narrative**
 A summary of what shall be included in the grant narrative is detailed below. The full grant narrative requirements meet the requirements under CFR 463.22 and AEFLA Program Considerations.
 - Section 1: Demonstrated Effectiveness and Past Performance
 - Section 2: Partnerships and WIOA Alignment
 - Section 3: Statement of Need
 - Section 4: Program Design
 - Section 5: Recruitment and Retention
 - Section 6: Instruction and Assessment
 - Section 7: Contextualized Instruction, Bridge, and IET Programs
 - Section 8: Data and Monitoring
 - Section 9: Support Services and Service Integration
 - Section 10: Professional Development
 - Section 11: Corrections Education

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6. **Work Plan** – The Work Plan will detail all activities to occur during the fiscal year with associated timelines, goals, and responsible parties.
 - **Work plan for AEL**
 - **Work plan for IELCE**

7. **Other Attachments:**
 - Evidence of Not-for-Profit Status for Private Not-for-Profit Organizations, if applicable
 - Proof of Adequate Liability Insurance
 - List of Current Board Members