



Attachment B

Planning Grant Additional Documents Checklist

Additional documents are submitted via email. They must be **received** by Serve Wisconsin by Tuesday, March 12, 2024 at 4:30pm CT.

Submit each additional required document as a separate, **individual** attachment to one email message to ServeWisconsin@Wisconsin.gov with the subject line:

2024-2025 AmeriCorps Proposal – [Organization Name] [AmeriCorps Program Name]

If an alternate submission method other than email attachment is required, please contact ServeWisconsin@Wisconsin.gov by Tuesday, February 27, 2024.

The contact person on the Notification of Intent to Apply will receive an email confirmation from Serve Wisconsin that confirms receipt of the additional documents.

Legal Applicant Name:	
AmeriCorps Project Name:	
Organization’s Unique Entity Identifier (UEI) Number:	
Application’s Primary Contact Person:	

Required Documents for ALL Planning grant applications

- Audit:** A copy of the most recent single audit for your organization, your organization's most recent financial audit or other financial statements if you have not had an audit.
If a management letter was provided as part of your audit, it must be included with the audit you submit. Wisconsin state agencies and universities do not need to provide the State audit.
- Federally Approved Indirect Cost Rate Agreement** (if applicable)
- Federal debt delinquency** (if applicable): Applicants delinquent on federal debt must submit a complete explanation in Word or PDF format.
- Organizational Chart**
- IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status** (if applicable)
- Cost Allocation Plan** (if applicable)
- Permission to use federal funds as match** (if applicable): If using other federal funds for match, documentation from the other federal entity showing that those federal funds are permitted to be used as match on an AmeriCorps grant
- Attachment A: Planning Grant Budget Worksheet**
- Attachment B: Additional Documents Checklist** (this form) *
- Attachment C: Assurances and Certifications**
- Attachment D: Serve Wisconsin Financial Management Survey**
 - Note that additional documents are required to be submitted in conjunction with this survey
- Attachment E: AmeriCorps Operational Financial Management Survey**

** Though we expect you to submit Attachment B with your documents, failure to include it will not disqualify an application.*