Proposal submission Checklist

Please review the list below and mark with a check ✔ in the status column, all completed and uploaded documents.

Proposals that do not meet the requirements or fail to comply with the stated requirements will not be considered for an award.

Status	Description
	Required Documentation
☐	Application for Federal Assistance completed and signed: SF424 for organizations / SF424 for individuals (pdf file)
☐	SF424A Budget Information (signed pdf file)
☐	Budget Narrative (template provided)
☐	Monitoring and Evaluation Plan (template provided)

I understand that organizations applying for U.S. Federal Financial Assistance are required to obtain a DUNS number, request an NCAGE code and register with SAM.gov prior to receiving an award from the Department of State. Complete information and links are located in the U.S. Embassy Santiago FY2021 NOFO.

I understand that if my project is chosen for consideration, I/my organization will be required to complete additional required forms provided by the U.S. Embassy Public Affairs Section.

I understand that all disbursement payments will depend on the fulfillment of the Award Provisions regarding:

1) Submission of required documents/reports listed in the Award Provisions,
2) Inclusion of the embassy logo in all project materials, products, and
3) Promotion of the embassy as the/a source of funding for the project.

I acknowledge that I have submitted the all required proposal documentation listed in the Notice of Funding Opportunity 2021 https://cl.usembassy.gov/education-culture/grants-corner/

Name: _____   _____
            (Signature)   (Print)

Date: _____
            (MM-DD/YYYY)