

Checklist for a Complete Rural Community Grant Application

In addition to the grant application, communities must include the following, in order, for the application to be complete. Failure to submit any of the required documents by the cycle deadline will result in an incomplete application and will not be reviewed by the Arkansas Rural Development Commission for grant consideration. Please use this sheet to double check that all required information is submitted such as:

- ☐ A signed Certification Letter enclosed with application from the local governing official (mayor for incorporated areas, county judge for unincorporated areas) complete with the correct date and calendar year.
- ☐ A dated and numbered resolution passed by the city council (for incorporated areas) or the quorum court (for unincorporated areas) signed by the mayor/county judge and the city/county clerk.
- ☐ An 8.5" x 11" map of the area to be served by the proposed project.
- ☐ A deed, title, or other instrument showing proof of public ownership. This may include an intent to donate letter from a private individual or a lease that extends for more than 10 years. Public ownership is defined as owned or leased for more than 10 years with the city, municipality, county, or fire department. This requirement does not apply to equipment purchases.
- ☐ Letters of public support from the community's local governing State Senator and State Representative.
- ☐ Backup documentation for all items listed in the project cost estimate. This includes written professional estimates for all items the applicant is purchasing and letters of intent to donate all materials and any labor being donated. Only one bid is required for each item.
- ☐ Backup documentation for all items listed on the funding source breakdown (local match). This includes copies of bank statements for cash, letter indicating pledges of cash, and letters of intent to donate all materials and labor being donated. Applicants must show they have raised their entire portion of the match in order to be eligible.
- ☐ The original grant is mailed PLUS two copies of the entire application packet.

Pertaining to fire and/or emergency related services only:

- ☐ Copies of the fire department's last THREE Act 833 Annual Expenditure Report Forms
- ☐ Detailed list of all applicable fire equipment owned by the department
- ☐ Documentation of the fire department's ISO Rating
- ☐ If applicable, an explanation letter from the mayor/county judge stating the department is new and hasn't received these documents