



# 2020 Marine Protected Area (MPA) Outreach and Education Small Grants Program Applicant Checklist

## Applicant Checklist

Use this checklist to make sure that you have submitted all required elements for the RFP through SOAR. Incomplete applications may not be evaluated or considered for funding. You do not need to submit this checklist, it is simply intended to be a helpful tool for you.

**IMPORTANT:** You will be assigned a Proposal Identification Number (PIN) when you begin the online SOAR Proposal Application. It is essential that you carefully review RFP **before** you begin preparing your grant application and initiate an application in SOAR. You should also review the SOAR [User Manual](#) and SOAR [FAQ](#) before beginning your online application in SOAR. **When uploading your files to SOAR, please use the electronic file naming conventions listed in the chart below.**

✓	ITEM	OPTIONAL VS. REQUIRED	ELECTRONIC FILE
	Background/History of Project Questions	Required	Not applicable
	Project Description Questions	Required	Not applicable
	Budget (see template on OTC webpage)	Required	[SOAR PIN]Budget
	Timeline (see template on OTC webpage)	Required	[SOAR PIN]Timeline
	Application Form Signature Page (see RFP for instructions)	Required	[SOAR PIN]Signature
	Other supplemental information (if applicable and together in one PDF)	Optional	[SOAR PIN]Supplemental

### Public disclosure and Personal Information

Once submitted, proposals are subject to the Public Records Act and may be publicly available. **Do not submit personal information** such as home address; home telephone, fax, or cell phone numbers; home email address; date of birth; citizenship; drivers’ license numbers; marital status; personal hobbies; etc. Such personal information is irrelevant to the merits of the proposal.