Checklist to complete before contacting Grant Accounting

1. Do you have an award document signed by all parties (funding source and LCC)?

2. What would you like to call the project?

3. What are the begin and end dates of the project?

4. Where is the funding coming from? (circle)   Federal   State   County   Other

5. What is the project number assigned by the funding source?

6. What is the name of the funding agency?

7. What is the total budget of the project?

8. Is there a match component to the project?

9. Who will be the grant administrator?

10. Have you prepared a budget change form?