Application Checklist

Project Title _____

This checklist is provided to assist the applicant during the application process to identify the order in which the documents are to be completed and which documents are required. Check each box as each document is completed. Each box must have either a checkmark indicating the document has been completed and submitted, or initials indicating that the document is not applicable to the project. If you are unsure of any item on the checklist, please contact the Marine Board, Boater Education Coordinator in sufficient time to resolve or answer a question. All forms are provided on the website, www.Oregon.gov/osmb/Pages/Agency-Grants.aspx describing how to develop all requested documents.

DEADLINE FOR APPLICATIONS:
5:00 pm on December 31, 2023

MANDATORY DOCUMENTATION FOR COMPETITIVE GRANT PROCESS

OSMB Form B2	"Let's Go Boating" Application Packet (all mandatory)
	  Project Application Form
	  Exhibit "A" Project Information
	  Exhibit "B" Itemized Cost Estimate and In-Kind Match
	  Exhibit "C" Vicinity Maps & Photos
	  Racial and Ethnic Impact Statement
	  Proof of 501(c)(3) IRS tax filing (copy)
		Sent on:
		
		_____

MANDATORY DOCUMENTATION AFTER PROJECT HAS BEEN AWARDED

OSMB Form B3	Contract for "Let's Go Boating" Grant Program Received on: _____ Sent back with signatures on:_____	**Received one original on:**

MANDATORY DOCUMENTATION AFTER COLLECTION AGREEMENT HAS BEEN SIGNED BY BOTH PARTIES AND APPROVED BY THE DEPARTMENT

OSMB Form B4	Request to Amend Contract (if applicable)	**Sent on:**
OSMB Form B5	Quarterly Progress Report	**Sent on:**

MANDATORY DOCUMENTATION FOR REIMBURSEMENT

OSMB Form B6	Reimbursement Request, with supporting receipts attached	**Sent on:**
OSMB Form B8	Project Expenditure Record	**Sent on:**

MANDATORY DOCUMENTATION FOR CLOSURE OF PROJECT

OSMB Form B6	Reimbursement Request (if applicable)	**Sent on:**
OSMB Form B7	Year-end Project Closure Report (certifying the project is complete)	**Sent on:**
OSMB Form B8	Project Expenditure Record	**Sent on:**
OSMB Form B9	Equipment Inventory Form (if applicable)	**Sent on:**