

911 ACOG GRANT PROGRAM CHECKLIST

STEP 1 – CONFIRM ELIGIBILITY

- ☐ Primary ECC located in a 911 ACOG member government
- ☐ One (1) project grant application per ECC grant per cycle. **Exception:** For conference attendance grant applications, an ECC is allowed to submit up to three (3) applications for up to three (3) staff members per grant cycle. An ECC is allowed to submit a project grant application and conference attendance applications within the same grant cycle.
- ☐ No other active 911 ACOG grant (unless delay approved)
- ☐ Project must serve a primary ECC; secondary ECCs not eligible unless regional benefit
- ☐ Attendance at a mandatory Grant Workshop (virtual or in-person)

STEP 2 – REVIEW GRANT CYCLE INFORMATION

- ☐ Check the ACOG website for the annual funding announcement and deadlines
- ☐ Review cycle priorities and available funding
- ☐ Identify the most appropriate category for your project (e.g., local funds match, conference attendance, shared CAD)

STEP 3 – PREPARE YOUR APPLICATION IN FOUNDANT

A. APPLICANT INFORMATION

- ☐ ECC name and address
- ☐ Primary contact person (name, phone, email)
- ☐ Secondary contact person (name, phone, email)

B. PROJECT INFORMATION

- ☐ Project title
- ☐ Grant type indicator (standalone or local fund match)
- ☐ Total project budget, amount requested, and any voluntary matching funds
- ☐ Voluntary matching funds – source, amount, and signed resolution from governing body. (voluntary cash match is not relevant to conference attendance grant application)

C. PROJECT DESCRIPTION AND DOCUMENTATION

- ☐ Short narrative describing the project and purpose
- ☐ Project timeline and milestones (start/end dates, key activities)

- ☐ Vendor quotes for major purchases
- ☐ Product brochures or specifications for major equipment

If requesting local fund match for an OK911MA grant:

- ☐ Reference the OK911MA project name and purpose
- ☐ Identify the portion of costs covered by 911 ACOG funds
- ☐ Provide a short cost summary showing total project cost and funding split

D. ATTACHMENTS AND FORMS

- ☐ Voluntary Match Form (if matching funds provided)
- ☐ Interlocal or funding agreements (for shared projects)
- ☐ Authorization to apply and enter into Interlocal Grant Agreement, if awarded
- ☐ Supporting letters (optional, for regional projects)

E. SUSTAINABILITY PLAN (CAPITAL PROJECTS ONLY)

- ☐ Brief narrative (1-2 paragraphs) describing how the project will be maintained after funding ends, and expected useful life and replacement approach

STEP 4 – SUBMIT APPLICATION IN FOUNDANT

- ☐ Ensure all fields are complete and required documents uploaded (PDF or Word)
- ☐ Include authorized signatures where applicable
- ☐ Submit before the published deadline

STEP 6 – POST-AWARD REQUIREMENTS

A. GRANT AGREEMENT AND STARTUP

- ☐ Execute formal Interlocal Grant Agreement within 60 days of award notice
- ☐ Submit any final required documents (agreements, resolutions)
- ☐ Begin project only after agreement execution

B. REIMBURSEMENT PROCESS

- ☐ Consider the use of an invoice requirements checklist
- ☐ Pay eligible costs first and retain invoices
- ☐ Ensure costs align with approved budget and scope
- ☐ Submit Reimbursement Request Form with supporting documentation

C. PROGRESS REPORTING

- ☐ Quarterly reports due within 30 days after each quarter
- ☐ Monthly reports required for projects under 6 months
- ☐ Include updates on milestones, financials, and issues

D. CLOSEOUT

- ☐ Final report and financial summary due within 45 days of project completion
- ☐ Include proof of completion (photos, vendor documentation)
- ☐ Retain all grant records for 7 years after closeout

QUICK REFERENCE - REQUIRED DOCUMENTS

CATEGORY	DOCUMENT	REQUIRED?	NOTES
General	Foundant Application Form	Yes	All applicants
Workshop	Attendance Confirmation	Yes	Virtual or in-person
General	Formal authorization letter from local government to apply and enter an interlocal agreement	Yes	All applicants
Budget	Vendor Quotes	Yes	Major items only
Budget	Product Brochures/Specs	As applicable	For equipment
Voluntary Matching Funds	Voluntary Match Form and Resolution from Governing Body	If applicable	Available from ACOG website
Regional Projects	Interlocal Agreements / MOUs	If applicable	For multi-ECC projects
Narrative	Sustainability Plan	Yes	Capital projects only
Capital Projects	Lifecycle Plan	If applicable	For consolidation-related capital projects
Reporting	Quarterly Reports	Yes (post-award)	Due each quarter
Closeout	Final Report and Financial Summary	Yes (post-award)	Within 45 days of completion