



“Grants From the CBA” Application

CHECKLIST FORM

This Checklist Form must be filled out and emailed as one of the necessary documents with your application to the CBA.

Applicant’s Name: _____

In applying for the Grants from the CBA, indicate that the following documents (and their sub-parts) have been completed and given the titles given below, and then attached to the application email (cba-office@cua.edu):

- Main Application Form (2 pages)
- Project Description (Detailed)

Are the following areas covered in your description?

- A clear statement of the thesis, scope, and argument of the project
- Goals and Objectives
- Benefits and Importance of Project
- Bibliography of twenty secondary sources most directly relevant to the project.
- Distribution / Promotion of Results
- Relevant Experience of Applicant(s)—including specify ways the applicant has been active in the CBA
- Proposed Detailed Budget

Are the following areas covered in your Budget?

- Major costs associated with this project
- Total cost of project
- Other sources of funding / sources / amounts
- Amount requested from the CBA
- Proposed Detailed Timeline
- Evaluation Process Following Completion of Project
- CV of applicant(s)—no more than four pages single-spaced.
- This Checklist