

Colorado Academic Accelerator Grant Program (CO-AAP)

This optional tool is to assist application development for the CO-AAP Request for Applications (RFA) and is not a required attachment for the application.

Administrative Tasks

Task	Person/People Responsible	Complete By	Mark 'X' when done
Complete Readiness Assessment			
Work with District and/or CDE to create a GAINS account.			
Complete Intent to Apply form. (Optional Form)		February 1 st	
Complete Application Introduction (Applicant Information and Center/School Information).			
Draft letters of commitment/MOUs from partners.			
Ask partners to sign/return letters of commitment/MOUs.			
Principal Letter signed and completed.			
Write job descriptions of key personnel.			
Review all Appendix materials listed in Request for Applications.			
Develop an organizational chart. Develop an evaluation communication plan.			
Complete required signature pages and get them signed by all appropriate parties.			
Complete budget in GAINS.			
Write an executive summary.			

Task	Person/People Responsible	Complete By	Mark 'X' when done