



## NJ Asset Activation Planning Grant Application Checklist

**Instructions:**

1. Fully complete all online application information
2. Prepare all documents separately for each section and attach as a PDF file.
  - a. Label All Attachments in following manner:  
 “**Applicant Name - Section Title**” (e.g.: Project Detail, Budget)  
 Example: “Borough of City Township - Letter of Approval”

Required Application Information	Included (Y/N)
1.) <b>Applicant Information</b> – Entity Type, Federal Employer ID, Address, Contact information	
2.) <b>New Jersey Tax Clearance Certificate [attach document]</b> <a href="#">Directions for securing your tax clearance certificate</a>	
3.) <b>Religious Activities questionnaire [attach document if applicable]</b>	
4.) <b>Signed Letter of Approval [attach document]</b> from chief executive of the entity holding ownership of the subject property or asset.	
5.) <b>Completed Legal Questionnaire</b> <a href="#">Click here for a copy of the Legal Questionnaire</a>	
6.) <b>Application Fee [unless waived]</b>	
Required Proposal Components	Included (Y/N)
1.) <b>Public Asset Description [attach document]</b> – Address, Block and Lot numbers, Uses, Encumbrances, Zone(s), Plans, Districts, site description, structures descriptions, and setting.	
2.) <b>Planning Project Details [attach document]</b> description must include: <ol style="list-style-type: none"> <li>A. Planning Activities</li> <li>B. Project Milestones</li> <li>C. Roles</li> <li>D. Public Engagement</li> <li>E. Grant need and budget</li> </ol>	
3.) <b>Asset Activation Merits [attach document]</b> - description must include: <ol style="list-style-type: none"> <li>A. Asset challenges and how they will be addressed.</li> <li>B. Regional market constrains and how they will be addressed.</li> <li>C. Future uses, development, or activities at the site.</li> <li>D. Connection to the State’s economic and development objectives.</li> </ol>	
4.) <b>Background &amp; Experience [attach document]</b> – Includes applicant and strategic partners if applicable	
5.) <b>Strategic Partners Memorandum of Understanding [attach document if applicable]</b>	