



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