



## 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> - All applicants, including non-profits and government entities must provide a valid Tax Clearance Certificate. If needed, see these <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 Schedule, Milestones, and Assignments</li> <li>C. Project Budget and Grant need</li> <li>D. Public Engagement</li> <li>E. Project Deliverables</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 constraints 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>		