

VBAF Application Tips

- **Carefully review the guidelines and the application requirements** before completing and submitting the application.
- **Applications must be completed and submitted through the online web form.** If you need assistance submitting the application, please contact [Michelle Mende](#).
- Download the required Exhibits before completing the application. **Exhibits must be included with the application.**
- Upon submission, applicants will receive an email with a link for uploading any supplemental documentation.
- **Required information is enforced** with the new application process. You will not be able to submit the application until all required information has been provided.
- **Always click the “Save for Later” button** before submitting your application in case you need to return to the application and add or update information.
- When submitting the application, you will be prompted to enter your email address and will receive a confirmation email from Adobe Sign. **Please verify that your email address is entered correctly before submitting the application. Failure to provide your correct email address will prevent you from accessing or completing the application.**
- **Two signatures are required:**
 - Certification Signature: By signing, the applicant certifies that the information in the application is true, accurate, and complete to the best of their knowledge.
 - Authorized Signature: Confirms that the signer is authorized to submit the application on behalf of the organization.
- **Applications must include Parts I-IV and Exhibits.**
 - Exhibit A – Prior VBAF Grants (if applicable)
 - Exhibit B – Scope of Work/Budget
 - Exhibit C – Project Schedule
- Exhibit B should separate different Scope of Work activities.
- Exhibit C should include key milestones, estimated start and completion dates, and the expected duration of major project activities. The project schedule should account for any required procurement, bidding, contracting, or consultant selection processes, as the information provided will be used to determine the project performance date.
- Supporting documentation should be limited to only relevant pieces (e.g., a full Phase I ESA does not need to be submitted, but excerpts that support the request may be referenced with the remaining document made available upon request).