

## #NCWorks

# Follow these steps for Finish Line Grant applications:

- Step 1** After determining need, provide the fillable application to the student
- Step 2** Once the application is returned to you and verified complete, direct the student to register in NCWorks and upload the required documents
- Step 3** Assigned college staff should then complete the college checklist for verification of eligibility and attach any required documents/signatures
- Step 4** Upload all documents to the secure SharePoint for review by FLG Coordinator. Label all documents using student's first initial and last name. File should include all required documents including Student Application and College Checklist
- Step 5** A Career Advisor will contact the student within 24 hours



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