

Proposal Checklist

Proposer's Name: _____

Please complete the checklist below and include with the proposal. Be sure to include all information requested in the application packet. Proposals missing any component listed will not be reviewed. All proposers must submit one (1) original and seven (7) copies of the proposal. The original and each copy of the proposal must contain one (1) copy of each of the following:

Proposal

- _____ Cover Letter with Assurances (See Attachment B)
- _____ Application Checklist (Attachment A)
- _____ Project Summary Abstract
- _____ Project Narrative (See Attachment B), including:
 - _____ Agency Background
 - _____ Statement of Assets & Needs
 - _____ Program Plan
 - _____ Reporting Requirements
- _____ Project Budget (See Attachments B and C), including:
 - _____ Budget Justification Narrative
 - _____ Budget Form (Attachment C)

Proposal Attachments

- _____ 1.) Agency Organizational Chart(s)
- _____ 2.) Agency Total Operating Budget
- _____ 3.) List of All Current Public and Private Grant Funding
- _____ 4.) Resumes, Job Descriptions and Salaries for All Positions to Be Funded
- _____ 5.) Copies of Licensure or Accreditation (if applicable)
- _____ 6.) List of current Board Members

Attachment_A_Proposal_Checklist

_____ 7.) Copy of most recent Audit or Year End Financial Statement

_____ 8.) Proof of 501(c)(3) Status

_____ 9.) Certificate(s) of Insurance Coverage

_____ 10.) Personnel Policy indicating Nondiscriminatory Practices

_____ 11.) References

_____ 12.) Formal Collaboration Agreements