

### Application Checklist

Please complete the checklist below and include with the proposal. Be sure to include all information requested. **Applications missing any component listed will not be reviewed.** Applicants must include one (1) original and seven (7) copies of the following:

- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Proposal Response Sheet (Attachment 9)
- \_\_\_\_\_ Application Checklist (Attachment 10)
- \_\_\_\_\_ Agency Organizational Chart
- \_\_\_\_\_ Project Summary Abstract
- \_\_\_\_\_ Project Narrative
  - \_\_\_\_\_ Agency Background
  - \_\_\_\_\_ Statement of Assets & Needs
  - \_\_\_\_\_ Program Plan
  - \_\_\_\_\_ Implementation Plan (Attachment 11)
  - \_\_\_\_\_ Formal Collaboration Agreements
  - \_\_\_\_\_ Evaluation Plan / QM Improvement Activities
- \_\_\_\_\_ Project Budget
  - \_\_\_\_\_ Budget Justification Narrative
  - \_\_\_\_\_ Budget and Budget Detail (Attachment 13)
  - \_\_\_\_\_ Agency Total Operating Budget
- \_\_\_\_\_ Signed Copy of Statement of Compliance with All Parts Eligibility Process (Attachment 13)
- \_\_\_\_\_ Resumes, Job Descriptions and Salaries for all positions to be funded by Ryan White
- \_\_\_\_\_ List of current Board Members that includes each Board Member's name, address, sex, race, place of employment and all board-related titles
- \_\_\_\_\_ Copy of agency's strategic plan
- \_\_\_\_\_ Copy of most recent Audit or Year End Financial Statement (must be an external audit or financial statement)

Attachment 10

\_\_\_\_\_ Medicaid Certification (if applicable)

Two (2) copies of the following must be included:

\_\_\_\_\_ Proof of 501(c)(3) Status\* and Charter & By-Laws

\_\_\_\_\_ General Liability Insurance

\_\_\_\_\_ Personnel Policy indicating Nondiscriminatory Practices

\_\_\_\_\_ Client Grievance Policy

\*If an organization does not have its own tax-exempt determination letter, it should attach (1) a copy of the IRS tax-exemption determination letter of the agency which will act as the fiscal agency for the project, (2) a signed letter of agreement between the applicant and the fiscal agency describing how the funds will be handled should a grant be awarded and (3) the application must be signed by the fiscal agency's executive director and Board Chair.