

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 with Assurances
- _____ Application Checklist (Attachment 9)
- _____ Agency Organizational Chart
- _____ Project Summary Abstract
- _____ Project Narrative
 - _____ Agency Background
 - _____ Statement of Assets & Needs
 - _____ Program Plan
 - _____ Implementation Plan (Attachment 10)
 - _____ Formal Collaboration Agreements
 - _____ Evaluation Plan
- _____ Organizational Chart(s)
- _____ Project Budget
 - _____ Budget Justification Narrative
 - _____ Budget Form (Attachment 12)
 - _____ Agency Total Operating Budget
- _____ Resumes, Job Descriptions and Salaries for all positions to be funded
- _____ Copies of Licensure or Accreditation (if applicable)
- _____ List of current Board Members that includes each Board Member's name, address, gender, race, place of employment, all board-related titles and terms of service
- _____ Contact information for the Board Chair/President
- _____ Copy of Agency's Strategic Plan
- _____ Copy of most recent Audit or Year End Financial Statement (must be an external audit or

Attachment 9

financial statement)

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.