

REQUEST FOR APPLICATION SUBMISSION CHECKLIST

Before submitting your application packet please be sure the following items are included:

- Cover Page (form provided)
- Program Description
 - ✓ Did you answer all the questions outlined in the Request For Applications?
- Organizational Summary
- Project Work Plan (form provided)
 - ✓ Is it completed exactly as it appears in the Microsoft Excel Worksheet?
 - ✓ Did you include only one goal per tab?
 - ✓ Are your objectives S.M.A.R.T?
- Budget (form provided)
 - ✓ Did you provide justification for each line item in your budget?
 - ✓ Did you include additional sources of support?
- Attachments
 - ✓ Key Personnel- Did you include resumes, curriculum vitas or job descriptions?
 - ✓ Proof of Non-Profit Status- Did you include your determination letter from the IRS?
 - ✓ Letters of Support- Did you include letters of support from your partners?
 - ✓ Evaluation Forms- Did you include relevant forms, surveys, logic model, etc?