

Proposal Checklist

Program Development Grant
Request for Proposal
Federal Fiscal Year 2020/21 - Cycle 43

In completing this form, the proposer acknowledges that the following items are Included in the proposal, in accordance with the instructions provided in the RFP.

This checklist must be included with the proposal package.

- _____ Cover Letter
- _____ Project Data Sheet
- _____ Project Narrative (not to exceed 10 pages)
- _____ Budget Detail Worksheet (including description of identified expenses)
- _____ Continuation of Project Letter, if applicable
(Describe how activities will continue after the grant is completed)
- _____ Organization Chart
- _____ Curricula Vitae/Resumes and position descriptions
- _____ List of Previous Grants/Awards
- _____ (3) Letters of Support
- _____ Proposal Checklist
- _____ Memorandum of Understanding (MOU) or a Letter of Commitment
- _____ Documentation of Governing Board Approval, if required