

ATTACHMENT C

PROPOSAL CHECKLIST

Organization: _____
Program Title: _____

Yes N/A

Signed Proposal Cover Page (Attachment B)

Proposal Checklist (Attachment C)

Program Summary (1 page max)

Needs Statement (1 page max)

Definition of Key Terms (if necessary, 1 page max)

Organization Description and Capacity Summary (2 pages max)

Program Description and Overview (4 pages max)

Staff and Subcontractor Qualifications and Structure (4 pages max)

Partner Agency Support (Attachment D) _____

Statement of Experience (1 page max)

Scope of Work-Evaluation Plan (Attachment F)

Budget Form and Budget Narrative (Attachment I)

Sustainability Plan (Attachment K)

Organization Financial Audit (copy - no page limit)

One Signed Original and One USB Flash Drive with Electronic Copies of all Documents

Explanations for any items marked "N/A":