

## **Proposal Packet Checklist**

*Please make sure to assemble 10 proposal packets in the following order. Each section should be clipped, please do not bind or use folders.*

- Proposal Summary Sheet and Checklist
- Proposal Narrative (the first page of the narrative must be on organizations letterhead)
- Budget Forms
- Budget Narrative
- Revenue Worksheets

## **Attachments**

- 6-month Work Plan
- Key Program Staff Resumes and/or Job Descriptions for new and unfilled positions
- Consultant Resumes or Descriptions of Consultant Qualifications
- Letters from Collaborating Organizations (indicate if N/A)
- Letter of Support from partner school principal
- Letter of Commitment from Funders (indicate if N/A)

## **Supporting Documents**

- Last Audited Statement
- Draft audit or statement of financial position for the most recent fiscal year
- Current, Dated List of Board of Directors
- IRS 501 (c) (3) Tax Exempt Status Determination Letter
- IRS Document reflecting organization name change