

## **APPLICATION CHECKLIST**

Please return this checklist with the following documents attached to the completed application. Please include all information as instructed in the RFA. **Applications submitted without the required attachments will not be reviewed.**

- Application Cover Page (page 1)
- Board of Directors Information (Section A)
- Application Narrative (Section B)
- Budget/Financial (Sections C, D, and E)
- Organization's Mission Statement and/or Strategic Plan
- Organization Chart and Board Meeting Schedule
- Resumes of Program Director and Key Staff
- Most Recent IRS 990 Forms with Schedules
- Previous Year's Fundraising Plan and a Statement on Future Fundraising Efforts
- Copy of Internal Revenue Service's 501 (C) (3)
- Copies of Certifications and Licenses (as applicable)
- State of Florida Tax Exemption Certificate
- Current Certificate of Liability Insurance Document Reflecting:
  - General Liability
  - Worker's Compensation
  - Auto Liability
  - Directors & Officers
  - Professional
  - Other: