

APPLICATION CHECKLIST

Please return this checklist with the following documents attached: one (1) original and three (3) hard copies of the application prior to the deadline of **Monday, May 21, 2018 at 4:00pm**. 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, E and F)
- Organization's Strategic Plan
- Organization Chart
- Resumes of Program Director and Key Staff
- Independent Financial Audit for Agency's Last Fiscal Year
- 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 (if applicable)
- State of Florida Tax Exemption Certificate
- Copies of Insurance:
 - General Liability
 - Worker's Compensation
 - Auto Liability
 - Directors & Officers
 - Professional
 - Other: