

## **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)
- ☐ Project Description (Section A)
- ☐ Staff Qualifications and Resumes of Front-Line Staff (Section B)
- ☐ Organizational Capacity and Experience (Section C)
- ☐ Project Performance (Section D)
- ☐ Program and Financial Management (Section E)
- ☐ Most Recent IRS 990 Forms with Schedules
- ☐ Copy of Internal Revenue Service's 501 (C) (3)
- ☐ Copies of Certifications and Licenses
- ☐ State of Florida Tax Exemption Certificate
- ☐ Current Certificate of Liability Insurance Document Reflecting:
  - ☐ General Liability
  - ☐ Worker's Compensation
  - ☐ Auto Liability
  - ☐ Directors & Officers
  - ☐ Professional
  - ☐ Other: