**FORM B: PROPOSAL CHECKLIST – MAKE ADDITIONAL COPIES AS NEEDED; ONE COPY WITH EACH FRC TYPE APPLICATION**

Name of Lead Agency Submitting:

FRC Type:

[ ]  Neighborhood Name:

[ ]  Population Name:

Each submission must contain the following required materials. All requested attachments below are related to the lead organization. Do not include any materials or attachments other than those listed below. Additional materials will be discarded, and they will not be provided to the proposal review panel.

Completed Application Package must contain the following required materials:

\_\_\_\_\_\_ Form A: FRC Type

\_\_\_\_\_\_ Form B: FRC Proposal Checklist

\_\_\_\_\_\_ Form C: FRC RFGA Cover Page

\_\_\_\_\_\_ Form D: Minimum Qualifications

\_\_\_\_\_\_ Form E: Budget

\_\_\_\_\_\_ Form F: Program Narrative

\_\_\_\_\_\_ Job Descriptions and Resumes of Key Direct Program Staff (Maximum of 10 pages; does not need to follow other RFGA format guidance)

\_\_\_\_\_\_ Letters of commitment from key partners receiving funding through this initiative

\_\_\_\_\_\_ Organization chart of FRC staffing configuration including partners/ consultants when applicable

\_\_\_\_\_\_ A maximum of 3 single page Letters of Reference from stakeholders, other CBOs or relevant entities.

ATTACHMENTS TO ORIGINAL

All requested attachments are related to the lead organization.

\_\_\_\_\_\_\_\_ Contracts (both public and private)

\_\_\_\_\_\_\_\_ IRS determination letter of 501(c)(3) status

\_\_\_\_\_\_\_\_ Most recent audited financial statement and cost allocation plan description

\_\_\_\_\_\_\_\_ Agency Current Global Budget FY2023-2024