

## **APPLICATION CHECKLIST**

Please return this checklist with the following documents attached: one (1) original and five (5) hard copies of the application prior to the deadline of Thursday, April 21, 2016 at 4:00pm. All copies should be three-hole punched and placed in a binder(s) for submission. 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 Mission Statement and/or Strategic Plan
- Organization Chart
- Resumes of Program Director and Key Staff
- Most Recent Independent Financial Audit
- 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: