

APPLICATION CHECKLIST

Use this checklist to make sure your packet is complete.

All documents identified under the "Submission Information" section (Required Documents) on page 3 of the Invitation Notice must be include in your completed application packet. **DO NOT SUBMIT this checklist.**

Any required documents not provided will result in the application not considered for competition under this RFP.

Email or Prepare and Mail One (1) Original, Two (2) Copies with original signatures, and an electronic copy saved as a PDF document on compact disk/USB flash drive.

NO FAXED COPIES WILL BE ACCEPTED.

Checklist of Required Documents must be submitted in this order:

- Grant Applicant Identification Form (Signatures)
- Proposal Narrative
- Grant Amendment Request Form **(For Top 25% only)**
- Budget Form
- Letters of Support (Must include a letter from each school district, host site, and business/community partner with financial and/ resources contribution outlined)

DEADLINE to Submit Proposals is March 30, 2018 by 4:00pm