

## APPLICATION CHECKLIST

Agency Name: \_\_\_\_\_

All of the items listed below must be included (per category) in the order listed or the submitted application package is incomplete. No incomplete application will be considered for funding.

- 1. Public Service Activities Application Cover Page (Addendum B)
- 2. Application Checklist
- 3. Section II: Agency Profile
- 4. Section III-A: Program Description
- 5. Section III-B: Statement of Need
- 6. Section III-C: Program Plan/Design
- 7. Section III-D: Logic Model & Evaluation Plan
- 8. Section III-E: Program Management
- 9. Section III-F: Best Practices
- 10. Section III-G: Program Budget & Narrative
- 11. Appendix 1: Certifications
- 12. Appendix 2: Letters of Support or Commitment
- 13. Appendix 3: \*Organizational Chart/Timeline/Staffing Pattern Charts
- 14. Appendix 4: \*Articles of Incorporation/By-Laws\*
- 15. Appendix 5: \*List of Board of Directors
- 16. Appendix 6: \*501(c)(3) Certificate\*
- 17. Appendix 7: \*Latest IRS 990 Files\*
- 18. Appendix 8: \*Audit Report and Management Letter or Financial Statement\*  
**(Financial Statement only if agency audit is not required)**
- 19. Appendix 9: \*Certificate of Insurance for Program Activities
- 20. Appendix 10: \*Job Descriptions/Biographical Sketches
- 21. Appendix 11. \*Board Minutes Approving the Application Submittal and Signature Authority

Fatal Flaws which will exclude an application from consideration:

- Not submitted by the due date of August 28, 2009 at 3:00 p.m.
- Any section or item missing
- Request for less than \$12,000 or more than \$150,000
- Submitting agency does not attend one of the mandatory CBO Technical Assistance Workshops to be held August 4, 2009 from 9:00 to 11:00 and August 11, 2009, from 3:00 to 5:00. Both sessions will be in the Florida Room, 3<sup>rd</sup> Floor, Bldg. C, Government Center, Viera.

I acknowledge that all of the required items listed above are included in the CBO application and that if any are found to be missing the application will have fatal flaw and not be accepted for consideration.

\_\_\_\_\_  
Name/Title/Date

**\* Note: asterisk items are in the one (1) original application packet only, not in the twelve (12) copies.**