



Application Checklist

Please make sure your Application Package includes the following: **Application should include ALL of the following:**

- Cover Sheet
- Activity Application – Includes Logic Model, Staffing Plan, and additional questions
- Budget Narrative
- Agency Information & Signature Sheet (**For EXTERNAL APPLICANTS**)
- IRS Tax Status Letter if applicant is a 501c (3) non-profit organization (**For EXTERNAL APPLICANTS**)
- Pages 1-11 of the most current Form 990 for the organization (**For EXTERNAL APPLICANTS**)
- Board of Directors List if applicant is a non-profit organization (**For EXTERNAL APPLICANTS**)
- Agency's most recent financial statement or audit report (**For EXTERNAL APPLICANTS**)
- Letters of agreement, if applicable

Email an electronic copy of all materials to Autumn Bishop (autumn.bishop@oneplaceonslow.org).

All proposals must be received by **Friday, January 21th at 5:00 pm.**

This checklist is for your planning purposes only. It does not need to be submitted with your application.