**ATTACHMENT B**

**PROPOSAL CONTENT CHECKLIST**

**Attachment B**

**Illinois Department of Human Services**

**PROPOSAL CONTENT CHECKLIST**

**Name of RFA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The proposal should contain the following in this order:

🞎 Applicant Cover Sheet

🞎 This PROPOSAL CONTENT CHECKLIST

🞎 Executive Summary

🞎 Organization Qualifications/Organizational Capacity

🞎 Purpose of Funding

🞎 Target Population

🞎 Community Outreach and Collaboration

🞎 Evaluation and Monitoring

🞎 Budget Forms and Budget Justification

🞎 Appendix A: Resumes

🞎 Applicant’s Executive Director

🞎 Program Director

🞎 Appendix B: Job Descriptions

🞎 Program Director

🞎 Other Grant Funded Employees

🞎 Appendix C: Organizational Chart

🞎 Appendix D: Letters of Agreement/Support from collaborating agencies/organizations (if applicable)

🞎 Appendix E: Most recent audited financial statements

🞎 Appendix F: Board of Directors list (if applicable)

🞎 Appendix G: Tax-exemption documentation (if applicable)