**Attachment B**

**Illinois Department of Human Services**

**APPLICATION CONTENT CHECKLIST**

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

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

The Application should contain the following in this order:

🞎 Application Cover Letter

🞎 This APPLICATION CONTENT CHECKLIST

🞎 Executive Summary

🞎 Narrative:

* Organization Qualifications/Organizational Capacity
* Purpose of Funding: Program Description
* Purpose of Funding: Program Timeline
* Monitoring Implementation and Program Improvement

🞎 Budget and Budget Justification

🞎 Appendix A: Resumes

🞎 Appendix B: Job Descriptions

🞎 Appendix C: Organizational Chart

🞎 One copy of the most recent audited financial statements with the original proposal