**Illinois Department of Labor/Illinois Department of Human Services**

**Request for Applications**

**Services for Youth Development Programming**

**APPLICATION CONTENT CHECKLIST**

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

The Application should contain the following:

1.\_\_\_Applicant Cover Sheet

2.\_\_\_This APPLICATION CONTENT CHECKLIST

3.\_\_\_Executive Summary (included in 10 page limit)

4.\_\_\_Organization Qualifications/Organizational Capacity (included in 10 page limit)

5.\_\_\_Program Plan (included in 10 page limit)

6.\_\_\_Target Population (included in 10 page limit)

7.\_\_\_Fiscal Capabilities (included in 10 page limit)

8.\_\_\_Budget Form(s) and Narrative(s)

9.\_\_\_Job Descriptions (for employees to be funded with this grant)

10.\_\_\_Resumes (for employees to be funded with this grant)

11.\_\_\_Organizational Chart

12.\_\_\_Letters of Agreement/Support from collaborating agencies/organizations (if applicable)

13.\_\_\_Tax-exemption documentation (if applicable)