

ATTACHMENT B

**APPLICATION CONTENT
CHECKLIST**

Attachment B

**ILLINOIS DEPARTMENT OF HUMAN SERVICES
APPLICATION CHECKLIST**

Name of RFA: _____

Applicant: _____

The application should contain the following in this order:

- Applicant Cover Sheet
- This Application Content Checklist
- Executive Summary
- Organization Qualifications/Organizational Capacity
- Purpose of Funding
- Target Population
- Community Outreach and Collaboration
- Budget Forms and Budget Justification
- Service Area
- Linguistic and Cultural Competency Plan
- Appendix A: Organizational Chart
- Appendix B: Resumes
 - Applicant's Executive Director
 - Program Director
- Appendix C: Job Descriptions
 - Program Director
 - Other Grant Funded Employees
- Appendix D: Letters of Support from collaborating agencies/organizations (if applicable)
- Appendix E: Budget Narrative
- Appendix F: Tax-exemption documentation (if applicable)