



## **Packet Checklist**

To insure that all information has been included please complete and include the following checklist with each packet. Please submit **1 original and 6 copies for a total of 7 packets**. Attachment quantities are listed and should be packaged **separately**. Please do not include any additional literature or agency brochures.

### **Budget Packet**

- Cover Letter
- 2007-2008 Request For Proposal
- Program Information, Strengthening Families
- Program Information, Investing in Children And Youth
- Program Information, Promoting Healthy Living and Mental Wellness
- Program Information, Providing Basic Needs and Responding to Crisis
- Program Outcomes Logic Model, Form 2
- Program Budget
- Outcome Success Story
- Last accreditation and/or review letter(s) (if applicable)
- Packet Checklist

### **Attachments To Be Included & Packaged Separately:**

Please check those items that are included mark N/A for those that are not applicable.

- Agency's most recent Audit, including Management Letter
- Agency's most recent IRS Form 990
- Current fiscal year total agency budget
- Salary range for each position in the agency
- 501(c)3 Determination Letter
- Anti-Terrorism Compliance
- Board Roster that includes: terms, number of meetings held, average attendance, where the meetings take place.