

**FY2009-2010 RFA  
CHECK LIST**

**\*\*\*ONE ORIGINAL CHECK LIST TO BE STAPLED TO ORIGINAL RFA \*\*\***

**(Do not attach check list to copies)**

- ORIGINAL RFA** -One (1) original RFA (marked "Original") with all required Attachments (see below) & Appendices
- ATTACHMENTS –**  
**Attach the following to each copy of the Application for Funding:**
  - Current organization chart with names of staff members
  - List of current Board of Directors and terms of office
  - Signed Collaborative Agreements  
**Attach the following to the ORIGINAL Application for Funding:**
  - IRS Tax Exempt 501(c)3 letter
  - Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
  - State of Nevada Sales and Use Tax Exempt Letter or Articles of Incorporation which shows that your nonprofit organization was created for religious, charitable or educational purposes
  - Copy of Indirect Cost Rate Approval Letter (IF APPLICABLE)
- APPENDIX A** - Organizational budget is attached to **Original** and all **Copies** of RFA
- APPENDIX B** - A Collaborative Application must include a signed Collaborative Agreement that includes each of the required components identified in Section 1, page 10 of the RFA instructions, and is attached to **Original** and all **Copies** of RFA
- COPIES** - Twenty (20) copies of RFA & Appendices - Left hand corner stapled, three-hole punched
- FONT SIZE** - Consistent with RFA document as provided by the Consortium (12 point font)
- MARGINS** - One-inch on a portrait layout
- PAGE NUMBERS** - Sequentially numbered
- AGENCY INFORMATION - SECTION ONE** - ALL information is complete
- PROGRAM INFORMATION - SECTION TWO** - Meets page limits
- LEVEL OF NEED - SECTION THREE** - Meets page limits
- BUDGET PAGES** - Ensure that figures are calculated accurately and consistent throughout document
- APPEALS PROCESS** - Process outlined in Instructions has been reviewed
- CHECK LIST** – Complete, sign and staple to Original RFA

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Program Name

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Date