

APPENDIX D

REACHING HOME APPLICATION SUBMISSION CHECKLIST

APPLICANT ORGANIZATION: _____

Please check (√) the documents submitted and ensure that your email submission package includes **one signed scanned original of the following:**

DOCUMENT	REQUIRED	CHECK (√)
Completed Application form; The Application Form must be fully completed and signed by the legal signatory(ies).	Mandatory	
Appendix A: Proposed Activity and Results Work Plan with Sustainability Plan or Exit Strategy	Mandatory	
Appendix B: Budget Detail Template	Mandatory	
Appendix B-1: Projected Five-Year Annual Operating Budget (only for Capital Project)	Mandatory	
Appendix C: Capital Sustainability Checklist (only for Capital Project)	Mandatory	
Appendix D: Submission Checklist (please mark (√) the documents submitted.)	Mandatory	
Appendix E: MOU Coalition letters from the partners describing and confirming their involvement must be attached (APPENDIX E). MOU's are encouraged and recommended for joint submissions clearly outlining each organizations role and responsibility under the proposed project. Please note only one organization may submit on behalf of a coalition group	If Applicable	
Certificate of incorporation and list of Board of Directors	Mandatory	
Organization mandate, mission, and vision	Mandatory	
A copy of your organization's most recent auditor's statement, or if audit not complete or required by applicant, most recent fiscal year's balance sheet and revenue and expense statement	Mandatory	
Supporting evidence of project need	Mandatory	
Letters confirming the nature and amount of other sources of funding	If Applicable	
Letters from all contributors confirming the nature and dollar value of their financial or in-kind support	If Applicable	
If your proposal involves hiring, attach a job description for each position, detailing tasks, reporting requirements, hours, remuneration including MERC's and benefits, and qualifications. If applicable, a union concurrence letter must be provided	If Applicable	