

B. Ryan White Part B Application Checklist

Applicants: Please refer to the following checklist before submitting the proposal. This checklist is provided as a guide for applicants and should not be considered all-inclusive. Compliance with this checklist does not guarantee acceptance or funding of the applications.

- Letter of Intent has been submitted to Heart of Florida United Way by **February 21, 2020**.
- The original proposal is signed by the Executive Director and a Board Representative (if applicable).
- Proposal is **no more than 30 pages**, not counting Cover Sheet, Table of Contents, Budgets, Authorized Signer Statement and Attachments.
- Proposal is clipped in upper left corner, not in folder or binder.
- Proposal is printed on 3-hole punched paper.
- For each Service Category there is one original and nine copies of the proposal.
- The proposal is typed in 12-point font, Times New Roman, using one inch margins.
- The organization representative has read Section I of the standard contract and can comply with potential contractual obligations.
- The application includes the cover sheet provided in this application guidance.
- The application includes a comprehensive Table of Contents.
- An Authorized Signer statement is included with the application.
- The following attachments are included in the proposal.
 - Organizational Chart*
 - Copies of Memorandums of Agreements (if applicable)*
 - Most recent Agency Audited Financial Statement, including Management letter if applicable*
 - 501(c)(3) IRS Determination Letter (if applicable)*
 - Demographic Breakdown of related program Board, Staff and Consumers*
 - Agency Grievance Procedures*
 - Agency policy on Confidentiality, including Employee Consent Form*
 - Administrative Assessment*
 - Agency Clinical Quality Management Plan*
- Budget Narrative.
- HIV Related Funding.