

<b>READY CHILDREN IMPACT COUNCIL REQUEST FOR PROPOSAL CHECKLIST FOR JOINT APPLICATIONS</b>		<b>This Checklist must accompany your submission via e-CImpact.</b>	
Lead Agency _____		Contact Person _____	
Program Name _____		Title _____	
Address _____		Contact Phone _____	
Phone _____		Contact Email _____	
<b>The following list represents all required elements of the RFP.</b>  Please note United Way will not accept: <ul style="list-style-type: none"> <li>• incomplete proposals</li> <li>• proposals submitted via mail/e-mail or delivered in person</li> <li>• proposals submitted after the deadline</li> </ul>		<u>Completed and verified:</u> <u>Indicate completed with</u> <u>initial and date</u>  Initial                      Date	
<b>Application Form in e-CImpact</b>			
Organization Information Section			
Collaboration's Capacity Section			
Program Design Section (related Implementation Plan is a required document)			
Program Measurement and Evaluation Section (Narrative and Performance Measure form)			
Program Budget Section (Program Budget form and Narrative)			
Sustainability Section			
<b>Required Documents (to be uploaded in e-CImpact)</b>			
Implementation Plan Template			
Joint Application Budget Spreadsheet			
Copy of IRS 501(c)(3) Determination Letters for each partner			
Articles of Incorporation and/or Certificate of Incorporation and any Amendments for each partner			
By-Laws for each partner			
Documentation of DBA (if applicable for any partner)			
Certificate of Non-discrimination for each partner			
Proof of Insurance for each partner			
Current list of Board of Directors for each partner			
Current Organizational Chart for each partner			

<p>Most Recent Audited Financial Statements for each partner (Must include Statement of Financial Position, Statement of Revenues and Expenses, Statement of Cash Flows and Footnotes.) If the agency's annual operating budget is \$250,000 or less and the agency does not have an audit, it may submit financial statements that have been reviewed by an independent Certified Public Accountant (CPA). United Way expects the audit/review would be complete within four months of the agency's fiscal year end.</p>		
<p>Single Audit (if applicable for any partner)</p>		
<p>Most Recent IRS Form 990 for each partner</p>		
<p>Memorandum of Understanding</p>		
<p>Checklist</p>		

I acknowledge I have reviewed this Request for Proposal in its entirety and approve of its submission to United Way of San Antonio and Bexar County.

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO Signature

\_\_\_\_\_  
Date