

<b>SUCCESSFUL STUDENTS 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>	<u>Completed and verified:</u> <u>Indicate completed with</u> <u>initial and date</u>	
Please note United Way will not accept:	Initial	Date
<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>		
<b>Application Form in e-CImpact</b>		
Organization Information Section		
Collaboration's Capacity Section		
Program Design Section (related Implementation Plan is a required document)		
Performance Measures and Evaluation Section (Narrative and Performance Measure form)		
Program Budget Section (Program Budget form and Budget 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 D.B.A. (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		
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		

<p>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