

# Submission Checklist

**Applicant Organization:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

## **Organizational Eligibility & Compliance**

- ☐ Submission Checklist (this page, completed and signed)
- ☐ SAM.gov Registration with UEI (ESG applicants only; screenshot or printout)
- ☐ IRS 501(c)(3) Determination Letter
- ☐ Articles of Incorporation
- ☐ Florida Division of Corporations (Sunbiz) Active Registration
- ☐ Florida Department of Agriculture & Consumer Services (FDACS) Registration
- ☐ Most Recent Board Meeting Minutes
- ☐ Current Board of Directors Roster (template provided)
- ☐ Conflict of Interest Policy (signed and dated)

## **Organizational Capacity & Staffing**

- ☐ Board Member Roster List Form
- ☐ List of Program Staff and Job Descriptions (for all positions supporting the proposed project)
- ☐ Intake Policy / Written Eligibility Procedures

## **Financial Capacity**

- ☐ Copy of Most Recent Single Audit (if applicable – federal ≥ \$750k; state ≥ \$500k)
- ☐ Two Most Recent IRS Form 990s
- ☐ Budget Template(s) w/ Narratives (completed)
- ☐ Match Letter(s) of Commitment (on organizational letterhead, signed and dated)

## **Program Partnerships**

- ☐ Letters of Commitment or MOUs for Partnerships (signed and current)

## **Applicant Certification**

I certify that this application is complete, organized in the required order, and contains all required attachments listed above.

**Authorized Representative (Print Name):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_