

Check List

- An Official 990 – recorded within the last 2 years
- IRS Determination Letter (non-profit status letter)
- Board Roster
- Preliminary Budget
- All fields in the RFP have been completed
- Application and all attachments submitted before the deadline
- Impact category selected is appropriate for the application
- The proposed data collections aligns with what is needed by JCUW
- Data collection is reasonable, realistic and timely
- Priority target beneficiaries have been identified and correspond to those identified by JCUW
- The Director or CEO has signed off on the RFP (electronic signature is fine)
- Your agency board meetings regularly reach quorum
- You have provided evidence that the grant dollars will be used for the benefit of Jefferson County residents exclusively
- You can meet the data collection and tracking required
- You can report specifically on outputs and outcomes for the selected target beneficiaries