



YOUTH SUMMER CONNECT
CAREER + COLLEGE CONNECTIONS
PROPOSAL CHECKLIST

Since proposals with incomplete or missing sections will be considered ineligible and will not be considered, please take the time to complete this checklist to ensure that all of the following information is included in your proposal package.

Each copy of the proposal must include the following, in the order listed

- Submission Cover Sheet:** Document 4, fully completed and signed by the authorized agency representative
- Narrative:** Addressing all subsections listed in **Section IV: Program Components** and within the page and formatting requirements detailed in the RFP.
- Program Schedule:** Typical weekly schedule; and three-week program schedule
- Organizational Chart:** Showing the management structure and staffing for this project
- Budget Forms:** Document 2 in the Resource Documents section. Complete the Excel workbook as explained on the Instruction tab of the workbook.
- Support Letters from collaborating organizations:** If applicable, describing their specific role(s) and/or commitments for the activities for which C³ support is requested
- Administrative Capacity submission cover page:** Document 5, fully completed and signed by the authorized agency representative
- Administrative Capacity Check List:** Documents 6, make sure that you complete that check list to ensure that all of the required information is submitted.

Package includes:

- Hard Copy:** One Original, plus seven (7) photocopies of the full program proposal. One set of the Administrative Capacity documents with the submission cover page and checklist.
- Electronic Copy:** Email one pdf copy of the proposal narrative and the Excel Budget workbook.