



CSH SOCIAL INNOVATION FUND PROPOSAL CHECKLIST

Applicants should include all requested attachments in the order presented in the checklist. Please clearly separate each attachment (for example using paper clips, colored paper dividers, etc.).

- Proposal Summary* (Attachment 2.)
- Proposal Narrative* (Response to Section IV.)
- Proposal Budget Form* (Attachment 3.) along with budget narrative
- References.* Provide three references who are familiar with the organization's work in connection with programs of the type for which you are seeking SIF funding. For each person, include: his or her name and organizational affiliation, contact information (mailing address, telephone number, and email address), and the basis for the person's knowledge of your organization's work.
- Work samples/evaluations.* Please attach up to three work samples or summaries of key findings from independent evaluations that demonstrate the quality and relevance of the lead applicant's recent work to the program for which you are applying.
- Resumes.* Attach resumes for all key staff that would be involved in the project.
- Any existing MOUs between partner agencies and the applicant/program team organizational chart.*
- Financial statements.* Provide lead applicant's financial statements for the past two years.
- Signed Letters of Support.* Provide signed letters of support from appropriate government agencies, indicating agency interest in the proposed work and commitment to actively participate in the subgrant.
- Acknowledgement of Addendum* (Attachment 5.)

Other organizational documents including:

- Lead applicant's organizational chart.
- Lead applicant's most recent Annual Report.
- Lead applicant's Certificate of Incorporation.
- Lead applicant's chart of accounts.
- List of officers and Board of Directors