

## Proposal Checklist

- Cover Sheet
- Proposal Checklist (this form with each item checked off as completed)
- Table of Contents
- Abstract

### Proposal Narrative

- Agency Description, Qualifications and Capacity
- Statement of Need
- Community Collaboration/Support
- Program Plan
- Work Plan & Timeline
- Evaluation
- Staffing Plan
- Coalition/Advisory Council
- Budget Preparation

### Required Attachments

- A - Five (5) Letters of Support (one from local health or education agency)
- B - Collaborative and Referral Agreements
- C - Advisory Council Membership List
- D - Organizational Chart (clearly demonstrates position of TPPI in organization, including coalition)
- E - Work Plan and Timeline
- F - Position Descriptions and Resumes of Key Staff
- G - Match Funding Confirmation Letters

### Additional Attachments (optional - may include)

- H - Federal Indirect Rate Agreement (if applicable)
- I - Letter of Understanding (if applicable)
- J - Letters of Approval/Support from School Administrators (if utilizing school sites)
- K - Sex Education Advisory Committee Approval (if providing services during school hours)
- References and Source Documents

### Have you followed the required format?

- ALL pages are sequentially numbered, including attachments
- Narrative (sections 1-6) does not exceed 20 pages
- 12 point font is used throughout (budgets, figures, charts, tables, legends and footnotes may be smaller in size, but must be readily legible)
- 8½" x 11" paper is used
- Margins are 1" on all sides
- The proposal is written on one side of the page only
- The proposal is not bound or stapled
  
- Have you prepared the **original and fours copies** for submission?