Call for Collaborations

Community Capacity-Building
Planning Awards
Application Review

Checklist

1. Letter of Intent
2. Cover sheet (signed by lead entity’s CEO) Include a statement of financial solvency
3. Abstract
4. Project Narrative and Description
   a. Purpose
   b. Rationale/Logic
   c. Approach
   d. Methodology
   e. Long-term impact, sustainability, scalability
   f. Team Structure
   g. Expertise/Qualifications
   h. Model of Collaboration
      • Timeline/Gantt Chart
   i. Logic Model
   j. Stakeholder Engagement
5. Budget
6. Resumes of primary contact person for each participating entity
7. List of Board of Directors of lead agency (if applicable)
8. 501 c(3)- IRS Tax Letter (If applicable)
9. Two letters of Support
10. Name and contact information of lead entity’s CEO/Director
11. Audited financial statement for lead agency (If applicable)
12. Data Sharing/ Data Management Plan
13. IRB Statement