

PROPOSAL PACKAGE CHECKLIST

The following items should be included in your electronic and hard copy proposals. Make sure that all attachments/uploads are clearly labeled. Only the requested elements will be reviewed; please do not submit additional attachments, as they will not be considered. Incomplete applications will not be considered for funding.

- Letter of Intent (required to access full online application)**
- Narrative, including:**
 - Agency History and Capacity
 - Key Staffing
 - Program Design
 - Service Activities
 - Outcomes/Theory of Change
 - Partnerships
 - Leveraging and Fiscal Responsibility
- Budget Form with Budget Narrative**
- Required Uploads:**
 - Current Year Organizational Budget
 - Audited Financial Statements with Cover Letter and/or Management Letter
 - Copy of IRS Letter Certifying Tax Exempt Status
 - Roster of Board of Directors
 - Resumes or Job Descriptions
 - Organizational Chart
 - Scope of Work
 - Letters of Support/Acknowledgement, if applicable
 - MOUs, if applicable
 - Schedule E: Project Consultant or Grant Team
 - Schedule O: Campaign Contribution Limits
 - City of Oakland Business Tax Certificate
- Optional Upload:**
 - Schedule E-2: Oakland Workforce Verification Form

Additional forms and documents will be required post award notification. Please review the list of required post-award documents to ensure that you can meet all requirements.