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| **Request for Partnership Check List**  |
| Information provided to applicants |
| Statement of need |
| Definition of SBHC |
| Grantee eligibility |
| Population eligibility (e.g., service area, demographic characteristics) |
| Funding limit and time |
| Use of funds (e.g., grant activities, what RFP will NOT fund) |
| Program requirements (i.e., planning, services, location, staffing, data policies, evaluation) |
| Selection criteria and reviewers |
| Additional information (e.g., policy documents, key terms, planning templates) |
| Information requested of applicants |
| Organization or sponsoring agency profile/experience |
| Key personnel |
| Project/program summary |
| Planning to-date |
| Services |
| Staffing |
| Recruitment estimate and plan |
| Referral process |
| Hours of operation |
| Plan for after-hours |
| Location/facilities |
| Various assurances |
| Sustainability plan |
| Community need |
| Expected outcomes |
| Indicators |
| Timeline |
| Youth, parent, and community (CAC) engagement plan |
| Financial plan |
| Evaluation plan (data, metric, years, geographic region) |
| Health equity/cultural competency information |
| Partners/collaborators |
| Alignment with other health initiatives |
| Granting office involvement |
| Documents requested of applicants |
| Intent to apply |
| List of board of directors |
| IRI tax-exempt letter |
| Current operating budget |
| Audited financial statement |
| Itemized project budget with narrative |
| Logic model |
| Letters of support |
| MOUs |
| CVs of program leads |