REQUEST FOR PROPOSALS

Grant Application Required Attachments

Please include a full description of your proposal based on guidelines outlined above.

- An introductory letter describing the purpose and amount of the request.
- The one page “Grant Application Form” with pertinent contact information (Pages 6-7)
- A narrative (no more than three pages):
  a. Describe the applicant organization and its history.
  b. List and describe factors within the community that would support the development of a school based health center, i.e., number of uninsured, limited number of providers and clinics in the community, limited number of school nurses in district, etc.
  c. Describe how you will facilitate planning, collaboration, coordination, and communication for the development of a comprehensive school-based health center within your community.
  d. List and describe current and potential partners. Describe how you are currently working together and how you will recruit additional partners in the development of a school-based health center.
  e. Outcome measures.
- Provide job descriptions for personnel who will be supported by these funds, if applicable.
- Provide a project budget, budget narrative and timeline for the project. (Sample budget is found on Page 8).
- 501(c)(3) status or name of fiscal agent.
- Most recent audit report of fiscal agent.
- Names of Board of Directors.
- Letters of Support (at least three). One should be from the local school system administration.