

## 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.