

**Application for Snow Removal Funding Checklist**

The following is a checklist of the required submissions. Items should be assembled and labeled as listed when submitted.

**Application:**

- Proposal Agreement and Assurances between Applicant and Senior Resources of West Michigan (one)
- Program Proposal\*
- Service Budget.\*

*\*If requesting funds for more than one service, a set of these items should be completed and collated for each service and included with the Application Section.*

**Management Section Attachments (only one set is required for all services):**

**Please note: If your organization already receives Muskegon County Millage funding, it is not necessary to submit attachments.**

- Attachment A - Organization Chart
- Attachment B - Job Descriptions
- Attachment C - Non-Profit Status Letter from IRS (if applicable)
- Attachment D - Proof of Insurances
- Attachment F - Board Member Listing (include yes/no for age 60+ and minority status)
- Attachment G - Program income policy and materials
- Attachment H – Independent Auditors Report (most recent completed)
- Attachment I - Grievance Policies
- Attachment J – Privacy Policy/Notice

*The approved application will become part of the negotiated contract, inclusive of policies, service definitions, minimum standards, and service specifications and limitations.*

**Submit applications by using one of the two following options:**

- 1) Submit a single **scanned PDF format file of the complete application** with attachments and original signatures to **[RFP@seniorresourceswmi.org](mailto:RFP@seniorresourceswmi.org)** by **3:00 p.m. on Friday, September 27, 2019** . An automatic email reply will be sent to confirm receipt.
- 2) Submit **one (1) original and one (1) copy** of the application with original signatures to Senior Resources, (Tanglewood Park building) at 560 Seminole Road, Muskegon, MI 49444, (231) 739-5858, by **3:00 P.M. on Friday, September 27, 2019.** Application will be date/time stamped as received.