



Application for Funding Checklist

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

Application:

- Application Cover Sheet (one regardless of number of services applying for)
- Proposal Agreement and Assurances between Applicant and Senior Resources of West Michigan (one)
- Service Component Sheet with Targeting Plan*
- Program Proposal*
- Budget Proposal including appropriate narrative and service cost detail budgets.*

**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):

- Attachment A - Organization Chart
- Attachment B - Job Descriptions
- Attachment C - Non-Profit Status Letter from IRS
- Attachment D - Proof of Insurances
- Attachment E – Mission Statement
- 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
- Attachment K – Emergency/Disaster Policy or Plan
- Attachment L - Low Income/Minority Targeting Policy
- Attachment M - Documentation Regarding Debarment (*This information can be found at <https://www.epls.gov>. Access the information for your agency and print the page to enclose for this exhibit.*)
- Attachment N- ServSafe Certificates (meal providers only)
- Attachment O - Food Service Licenses (meal providers only)
- Attachment P - Subcontracts (if applicable)

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 by **3:00 p.m. on Thursday, May 23, 2019**. An automatic email reply will be sent to confirm receipt.
- 2) Submit **one original & two copies** 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 Thursday, May 23, 2019**. Application will be date/time stamped as received.