

**MONTEREY COUNTY EMERGENCY FOOD AND SHELTER (EFS)  
LOCAL BOARD 077600**

**REQUEST FOR PROPOSALS: PHASE 36**

**CHECK LIST**

Your application package must include the following items in the following order and will be pre-screened for completeness: (check off these items as you assemble your application). Label each attachment as indicated below. **Applications should be sent in as one PDF file.**

- Program Narrative**
- Application Form**
- Program Budget:** Please include the completed budget template for each EFS activity for which you are requesting funding.
- Budget Narrative:** Describe your program expenses, unit costs, matching funds, in-kind and other funding sources
- Agency Financials:** Your most recent audit report, current fiscal year budget, your most recent unaudited financial statement (revenue and expenses).
- Board of Directors:** A list of your agency's current Board of Directors.
- IRS Determination Letters:** *If you are a new applicant*, copies of IRS and State Franchise Tax Board non-profit determination letters [IRS 501(c) (3)].
- Certification signature**

**APPLICATION CERTIFICATION**

I certify that the information submitted in this request is accurate and correct and that I have included with this application all appropriate documentation.

\_\_\_\_\_  
Print: Agency's Chief Executive Officer

\_\_\_\_\_  
Signature – Agency's Chief Executive Officer

\_\_\_\_\_  
Date