

RICHMOND COUNTY PARTNERSHIP FOR CHILDREN

Application Cover Sheet/Proposal Checklist

RFP Submission Deadline: December 14, 2011 at 4:00 PM

**Completed proposals should be delivered to:
Richmond County Partnership for Children
315 S. Lawrence Street
Rockingham, NC 28379
Attn: Mamie LeGrand, Program Coordinator/Evaluator**

Completed RFP MUST include:

- Partnership seal affixed to bottom right of this form to verify attendance at Bidder's TA Workshop
- Smart Start Format for Activities (full proposal document) for period July 1, 2012 – June 30, 2013
- Activity Budget (including additional funding sources)
- Electronic copy/CD with Full Proposal & Budget Narrative
- 4 Copies Each of the following (must be stapled and collated into packets)
 - ✓ Smart Start Format for Activities (full proposal document)
 - ✓ Budget Narrative
 - ✓ Logic Model (if applicable)
- List of all project experience with similar program operations for the past 3 years (Including name, address, and telephone number for a reference for each project)
- A job description and resume must be included for any proposed staff positions (i.e. if you request funds for budget line items 11 & 12)

The above checklist has been reviewed, completed and all of the required information is submitted.

Activity Coordinator Signature _____ Date _____

RCPC Program Coordinator Signature _____

Date Received Stamp _____

Time Received _____

For RCPC Use Only