# Appendix A: Application Checklist

Applicants may use the RFP Submittal Checklist below to gather items in advance of entering their package to the online application page.

**Minimum Qualifications**

* **IRS letter of determination**
	+ Verifies 501(c)(3) status

**Application Documents**

* **Completed Application** *(entered via online form at* <https://forms.fillout.com/t/8oGFKBeboaus>*)*
	+ Use Appendix B to preview and prepare responses
* **Fiscal Sponsorship MOU** (*if applicable*; *Max size 20 MB*)
	+ Memorandum of Understanding between applicant and fiscal sponsor
	+ Fiscal sponsor must meet eligibility criteria
* **Property Owner Letter** *(Appendix C1, C2 or C3; Max size 20 MB)*
	+ Signed letter approving use of the project site
	+ Use Appendix C2 if the project is on SFPUC-managed property
	+ Use Appendix C3 if the project is on SFUSD-managed property
	+ Includes project summary and location
* **Appendix D: Budget Template** *(Excel)*
	+ Submit as Excel file
	+ Use only the provided template with formulas intact
* **Appendix E: Work Plan Template** *(Excel)*
	+ Submit as Excel file
	+ Aligns with the proposed grant term and scope
* **Financial Statements** *(1 combined PDF; Max size 20 MB)*
	+ Profit & Loss Statement
	+ Balance Sheet
	+ If you are on a calendar year, upload January 1, 2024 – December 31, 2024; if you are on a fiscal year, upload July 1, 2024 – June 30, 2025.

**Optional Uploads**

* **Work Samples** *(Combined into 1 PDF. Max size 20 MB)*
	+ Up to 10 images and/or 1 video link (max 3 minutes)
* **Letters of Support** *(combined into 1 PDF. Maximum 3; Max size 20 MB)*
	+ From stakeholders with no financial interest in the project