



# Checklist for Proposals

- Proposal Summary Sheet
- Narrative – **5 page maximum** (a narrative template is available)
  - History and purpose of organization
  - Need for project and difference you hope it will make
  - Target audience and geographic location
  - Specific uses for amount requested
  - Specific project goals, measurable objectives and intended outcomes
  - Project timeline and completion date
  - Project partners or other collaborators
  - Evaluation methods used to assess project's success and timeline for conducting and reporting evaluation(s)
  - Plan for sustainability
  - Project budget
- Attachments
  - Copy of *current* IRS tax-exemption letter
  - Copy of Incorporation certificate with the State of Louisiana
  - Current annual operating budget
  - Audited Financial Statements (or governmental auditor's statement) of fiscal agent
  - List of board members (one-page list)
  - For schools & other public (governmental) entities, a copy of departmental budget (1-2 page summary)
  - For non-profit agencies, a copy of the current income and expense statement and balance sheet (only)
  - Optional: Annual report
  - Optional: 1-2 photos related to proposed activity, *only* if they help describe the proposal
  - Optional: Occasionally the volume of requests BCBSLA receives prohibits us from being able to fulfill a grant request in its entirety. If we wanted to provide partial funding to your organization, which portion is most important to your project. Please explain the component and its expense.

**\*\* Please do not bind your proposal in a notebook, folder or binder; a large paper clip, rubber band or binder clip is acceptable and preferred.**