



**Florida Health Literacy Initiative**  
A statewide initiative managed by the Florida Literacy Coalition  
and sponsored by Florida Blue Foundation

**APPLICATION CHECKLIST**

The Florida Health Literacy Initiative consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

**Part 1: Application Cover Sheet**

- Cover Sheet

**Part 2: Narrative (Please limit narrative and budget to 5 pages)**

- Project Abstract/Summary
- History and Accomplishments
- Needs Statement
- Objectives
- Project Description
- Collaboration and Partnerships
- Recognition
- Timeline
- Evaluation

**Part 3: Budget**

- Budget

**Part 4: Supporting Documents**

- Profit and Loss Report or Year End Financial Statement
- Current Operating Budget (School districts and state/community colleges please provide adult education program budget only.)
- List of three (3) largest sources of funding
- For nonprofit organizations, provide proof of IRS federal tax-exempt status
- Optional attachments (e.g. – letters of support, articles, etc.) Limit to 2 pages.

- Submission of **five copies** of the proposal, plus the original (copies of the required supporting documents are not necessary for the five proposal copies)