



Florida Financial Literacy Initiative
A statewide initiative managed by the Florida Literacy Coalition
And sponsored by Wells Fargo

APPLICATION CHECKLIST

The Florida Financial Literacy Initiative consists of the following components, which should be submitted in the order listed below. Please make sure you submit all documents by **August 21, 2017**. 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 (5-page proposal limit, INCLUDING the budget)

- 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 (not included in 5-page limit)

- Annual Profit and Loss Report or Audited Financial Report (1 copy)
 - Current Operating Budget (School districts and state/community colleges please provide adult education program budget only.) (1 copy)
 - Information about three (3) largest sources of funding (1 copy)
 - For nonprofit organizations, provide proof of IRS federal tax-exempt status (1 copy)
 - Optional attachments (e.g. – letters of support, articles, etc.) Limit to 2 pages. (5 copies)
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- Submission of **five copies** of the proposal, **plus** the original.