

HEALTHY LIFESTYLES INITIATIVE GRANT CHECKLIST AND SUMMARY SHEET

Organization Name: _____

Project Title: _____

Your Healthy Lifestyles Initiative Grant Application packet must be submitted in the following order:

- Healthy Lifestyles Initiative Grant Organizational Information
- Proposal Narrative
- Healthy Lifestyles Initiative Proposal Abstract
- Healthy Lifestyles Initiative Checklist and Summary Sheet
- Mission statement
- Strategic plan
- Letter of Determination from the Internal Revenue Service
- Listing of the current officers and directors of the organization with contact information
- Current financial statement and organizational budget for the current year.
- Most recent year-end audited financial statement available (must be within last 12 months)
- Project budget, both income and expense

Please answer the following questions:

1. Total Project Cost? _____
 2. Amount requested from Healthy Lifestyles Initiative? _____
 3. Date grant funds needed? _____
 4. Will this grant from OCCF help meet a **required match**? _____
 5. Is proposal for a new or existing project? _____
 6. Beginning and ending dates of the project? _____
 7. Is this project a collaboration or partnership with other agencies? _____
- If so, list partner agencies: _____
- _____



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