**Application Checklist**

**TECHNICAL ASSISTANCE**

We are eager to provide support and feedback on all aspects and stages of your application, including *one* read-through of a full draft if submitted for review prior to the application deadline listed in our ***UCAN*** ***AmeriCorps RFP Guidelines***.

UCAN AmeriCorps

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**SUBMISSION**

Submit an electronic copy of your application by **end of day on the application deadline listed in our *UCAN* *AmeriCorps RFP Guidelines*** to meet our priority application deadline. Use the Application Checklist in the chart below to ensure all aspects of your application are completed.

1. **Download and Review UCAN AmeriCorps RFP Guidelines**
2. **Sign up for a Technical Assistance Meeting or Informational Session by using this link:** <https://forms.office.com/r/68FHi8CRTE>
3. **Full Application:** When you are ready to submit, email your application to ucamericorps@ucancap.org and Cc julia.anselmo@ucancap.org. Please include the following:
	* Completed application packet
	* Signed copy of the Certification + Assurances form
	* Proof of 501(c)(3) status, if applicable.
4. **Certificate of Insurance:** email a copy of your organization’s certificate of insurance to UCAN’s Contract and Project Specialist, Howard Kopp, at howard.kopp@ucancap.org and Cc julia.anselmo@ucancap.org.

 **APPLICATION CHECKLIST**

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| **Email Submission with following materials**  | **Application Sections** |
|  | **Application Overview**  |
| [ ]  | 1. **Coversheet**
 |
| [ ]  | 1. **Eligibility Information**
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| [ ]  | 1. **Volunteer Capacity Assessment**
 |
| [ ]  | 1. **Project Narrative: Executive Summary**
 |
| [ ]  | 1. **Position Description**
 |
|  | **Required Supporting Documents**  |
| [ ]  | 1. **Certifications + Assurances Form (include a copy of your drug free workplace, anti-harassment & nondiscrimination policies)**
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| [ ]  | 1. **Proof of eligibility: 501(c)( 3) status, if applicable**
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| [ ]  | 1. **Copy of Organization’s Certificate of Insurance (includes single occurrence general liability, aggregate general liability, and auto coverage if applicable)**
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