**Application Checklist**

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

**SUBMISSION**

Submit an electronic copy of your application and supporting documents by the application deadline. Use the Application Checklist in the chart above to ensure all aspects of your application are completed. Late submissions will still be accepted, but applications submitted by the deadline will receive priority review.

1. [**Download**](https://www.ucancap.org/rfp/) **and review AmeriCorps RFP Guidelines**
2. **Full Application:** When you are ready to submit, email your application to [Julia.anselmo@ucancap.org](mailto:Julia.anselmo@ucancap.org) and Cc [ucamericorps@ucancap.org](mailto:ucamericorps@ucancap.org) and please include the following:
   * Completed application packet + Position Description
   * Signed copy of the Certification + Assurances form & organization policies
   * Proof of 501(c)(3) status, if applicable.

**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](mailto:howard.kopp@ucancap.org) and Cc [julia.anselmo@ucancap.org](mailto:julia.anselmo@ucancap.org).