# Proposal Submission Checklist

*Sample content has been included to give you some ideas of what to include: Revise as needed!*

<table>
<thead>
<tr>
<th>Proposal Narrative – Contents &amp; Formatting Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Cover Page</td>
</tr>
<tr>
<td>□ Name of proposal/project</td>
</tr>
<tr>
<td>□ Name of submitting organization and any partners</td>
</tr>
<tr>
<td>□ Submission date</td>
</tr>
<tr>
<td>□ Organization contact information (mailing and/or physical address, phone, email)</td>
</tr>
<tr>
<td>□ Name of organization’s authorized representative (and their signature, if required)</td>
</tr>
<tr>
<td>□ Solicitation number (if relevant)</td>
</tr>
<tr>
<td>□ Disclaimer statement (if relevant)</td>
</tr>
<tr>
<td>□ Acronym List</td>
</tr>
<tr>
<td>□ Table of Contents (TOC)</td>
</tr>
<tr>
<td>□ Headings and Subheadings</td>
</tr>
<tr>
<td>□ Headings: Arial 16 pt, black, bold</td>
</tr>
<tr>
<td>□ Subheadings 1: Arial 14 pt, black bold</td>
</tr>
<tr>
<td>□ Subheading 3: Arial 14 pt, blue [RGB#_________]</td>
</tr>
<tr>
<td>□ Subheadings 3: Arial 12 pt, black, italicized</td>
</tr>
<tr>
<td>□ Page Numbering</td>
</tr>
<tr>
<td>□ Consecutively numbered, starting on the executive summary page</td>
</tr>
<tr>
<td>□ Format: “Page – 1”</td>
</tr>
<tr>
<td>□ Header and Footer</td>
</tr>
<tr>
<td>□ Header Text: [proposal name] centered</td>
</tr>
<tr>
<td>□ Header Design: Blue bar [RBG#_________] length of page, below proposal name</td>
</tr>
<tr>
<td>□ Header Font: Arial 12 pt, black</td>
</tr>
<tr>
<td>□ Footer Text: [name of organization] far left, page number far right</td>
</tr>
<tr>
<td>□ Footer Design: Blue bar [RBG#_________] length of page, above organization name</td>
</tr>
<tr>
<td>□ Footer Font: Arial 12 pt, black</td>
</tr>
</tbody>
</table>

## Annex

- □ Fly sheet included for each section of annex (Annex A: [title of annex]) font: Arial, 36 pt bold, black, centered
- □ Pages number consecutively within each section (e.g., Annex A – p. 1)
Annex cont.

☐ Required annexes
  ☐ Annex A: [enter name]
  ☐ Annex B: [enter name]
  ☐ Annex C: [enter name]

Budget Justification

☐ Cover Page (should look identical to narrative proposal)
  ☐ Name of proposal/project
  ☐ Name of submitting organization and any partners
  ☐ Submission date
  ☐ Organization contact information (mailing and/or physical address, phone, email)
  ☐ Name of organization’s authorized representative (and their signature, if required)
  ☐ Solicitation number (if relevant)
  ☐ Disclaimer statement (if relevant)

☐ Acronym List

☐ Table of Contents (TOC)
  ☐ Top 3 levels only
  ☐ Include list of attachments

☐ Headings and Subheadings
  ☐ Headings: Arial 16 pt, black, bold
  ☐ Subheadings 1: Arial 14 pt, black bold
  ☐ Subheading 3: Arial 14 pt, blue [RGB#__________]
  ☐ Subheadings 3: Arial 12 pt, black, italicized

☐ Page Numbering
  ☐ Consecutively numbered, starting on first page after TOC
  ☐ Format: “Page – 1”

☐ Header and Footer
  ☐ Header Text: [proposal name] centered
  ☐ Header Design: Blue bar [RGB#__________] length of page, below proposal name
  ☐ Header Font: Arial 12 pt, black
  ☐ Footer Text: [name of organization] far left, page number far right
  ☐ Footer Design: Blue bar [RGB#__________] length of page, above organization name
  ☐ Footer Font: Arial 12 pt, black
## Budgets
- Budget 1: Organization budget for Years 1 - 3, project period: MM/DD/YYYY – MM/DD/YYYY
- Budget 2: Partner budget for Years 1 – 3, project period: MM/DD/YYYY – MM/DD/YYYY
- Header and Footer text, if applicable
  - Header text: [project name] centered
  - Footer text: [organization name] left justified, page number far right

## Submission Process
- Deadline: MM, DD, YYYY by X am/pm EDT
- Narrative proposal and budget information should be sent in separate emails
- Narrative proposal should be sent to: [enter names and email addresses]
- Copied on email for narrative proposal: [enter names and email addresses]
- Cost proposal should be sent to: [enter names and email addresses]
- Copied on cost proposal email: [enter names and email addresses]
- Each email should be no larger than 10 MB
- Use approved email template for text of email
- Subject line of each email should be: [proposal type e.g., cost] - [proposal name] - [organization name] - email #x of x

## Post-Submission Procedures
- Confirm receipt of proposal by funder
- Save narrative proposal and annexes to shared folder in [name of specific location, e.g., SharePoint site]
- Save cost proposal (budget and justification) to [name of specific location, e.g., SharePoint site]
- Distribute final narrative proposal to [enter names of colleagues and partners]
- Schedule meeting to discuss proposal process and collect lessons learned. Meeting attendees [enter names]

## Other
- [enter]
- [enter]
- [enter]