

**AFTER-SCHOOL ACHIEVEMENT PROGRAM (ASAP)  
REQUEST FOR PROPOSAL CHECKLIST 2014-2015**

<b>Applicant Name:</b>
<b>Applicant Proposed Site:</b>
<b>Contact Person:</b>

**The application MUST include ALL the required components and forms in the order listed below. Applications without ALL required components and forms will not be reviewed.**

**MANDATORY forms for ALL applicants**

After-School Achievement Program Checklist (This Form)	<input type="checkbox"/>
Application Coversheet	<input type="checkbox"/>
Grant Application Narrative (5 page limit)	
I. Program Need (15 Points)	<input type="checkbox"/>
II. Program Description (45 Points)	<input type="checkbox"/>
III. Collaborative Resources (15 Points)	<input type="checkbox"/>
a. Each application may include up to three letters of collaboration/ commitment from primary partners or sponsors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
IV. Budget	<input type="checkbox"/>
V. Program Schedule	<input type="checkbox"/>

**Additional REQUIRED attachments for CHARTER SCHOOLS AND NON-PROFIT APPLICANTS**

Copy of 501 (c)(3) determination letter from the IRS	<input type="checkbox"/>
Copy of Articles of Incorporation	<input type="checkbox"/>
List of agency's board of directors, including names, addresses, and telephone numbers	<input type="checkbox"/>
Evidence of compliance with child care licensing requirements for proposed site and/or a copy of the child care license application	<input type="checkbox"/>
Copy of agency's most recent audit (if agency's operating budget is more than \$100,000) or financial statement documenting one year's fiscal activity, reviewed or compiled by a CPA (if agency's operating budget is less than \$100, 000)	<input type="checkbox"/>
Proof of Insurance	<input type="checkbox"/>
Affidavit of Ownership Form	<input type="checkbox"/>
I. List of agency's board officers, including names, residential address, and business address (Example. Secretary, Parliamentarian, Treasurer...)	<input type="checkbox"/>
II. Affidavit of Ownership form has been notarized	<input type="checkbox"/>

**Applications are due to the City Secretary's Office no later than 5:00 pm April 7, 2014.**

**City Secretary's Office  
City Hall Annex, 900 Bagby, Public Level  
Houston, Texas 77002**

Certification: I certify that the information provided in this application is true and correct. I understand that this application packet will not be reviewed if it is incomplete and/ or received by the City Secretary's Office after 5 p.m. on Monday, April 7, 2014. If this proposal is funded I will work to insure that the program is carried out as outlined in this application, and that any proposed changes will be brought to the ASAP Director's attention.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorized by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Signature of Principal and/or Executive Director

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