**Proposal Checklist**

* All applications must be submitted online using the link that the MORE WIC! Team has been created for your application.
* Each component of the proposal application is provided as a template in Word or Excel. Completed templates should be uploaded individually. Do not submit components as one combined document.
* Address each bolded heading in the templates by responding to the prompts in blue throughout. If desired and if all elements are there, the blue text may then be deleted for coherency.
* Please **use the checklist below** to ensure you have included every part of the proposal application.
* Please maintain at least ½-inch margins or larger and size 11 font or larger

**PROJECT PROPOSAL**

\_\_\_\_ (1) Title Page/cover sheet

\_\_\_\_ (2) Project Summary

\_\_\_\_ (3) WIC State/Tribal/Territorial Agency context

\_\_\_\_ (4) Project goals and objectives

\_\_\_\_ (5) Data Matching Plan

\_\_\_\_ (6) Outreach Strategies

\_\_\_\_ (7) Implementation & Evaluation Plan

\_\_\_\_ (8) Staffing

\_\_\_\_ (9a) Budget

\_\_\_\_ (9b) Budget Justification

\_\_\_\_ (10) Timeline

**ADDITIONAL REQUIRED DOCUMENTS**

\_\_\_\_ Attachment 1: Assurances Agreement

\_\_\_\_ Attachment 2: Technology Tools for Outreach Checklist

\_\_\_\_ Letters of Support or Commitment