# Complete Application Checklist

## General Instructions

This checklist helps organizations ensure their application is truly complete—no missing forms, wrong file names, or skipped steps. It functions as a final walkthrough before submission, helping avoid disqualification over easily preventable mistakes.

* Review the RFP and scoring rubric
* Print this document or use a shared version for tracking
* Highlight or check off each item as you complete it

## Required Forms Checklist

| **Form Name** | **RFP Required?**  **(Yes/No)** | **Included?**  **(Yes/No)** | **File Name Used** | **Notes** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Remember to confirm before submission:**

* Have all forms been signed where required?
* Were templates used correctly?

## Required Attachments Checklist

| **Attachment Name** | **RFP Required? (Yes/No)** | **Included? (Yes/No)** | **File Name Used** | **Notes** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Submission Readiness

☐ Narrative and budget align

☐ Outcomes are measurable

☐ File names follow RFP naming conventions

☐ All files are saved in the required format (e.g., PDF, Excel)

☐ Application was submitted via the correct method (e.g., email, online portal)

☐ Internal review completed (with date)

## Internal Review Tracker

| **Reviewer Name** | **Review Date** | **Comments/Approvals** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Final Submission Notes

Submission Date and Time: Submitted by:

☐ Confirmation receipt or email saved (location):

☐ Backup copy saved (location):