**Supporting Materials: Strategic Partnership Implementation**

**Applicants must submit all supporting materials to oewd.procurement@sfgov.org no later than November 1st, 2018 at 7:00pm, with the headline [Organization Name] Resiliency Fund Supporting Materials. Please send early to account for any technical questions or difficulties. Late or incomplete submissions will not be accepted.**

**Files must be PDF or Word documents. If formatting needs to be preserved, please submit a PDF.**

**Please include the applicant name in the title of each document with a short description, e.g. “1\_GoodWorks\_ProjectBudget.PDF, 2\_Goodworks\_ApplicantBoard.pdf”**

**A board list worksheet is available at** <https://oewd.org/file/14910>

**A project budget template is available at** <https://oewd.org/file/14906>

□ 1) The overall project budget (for the partnership implementation NOT ongoing expenses)

□ 2) A list of Applicant’s board members

□ 3) A list of Proposed Partner(s)’ board members

□ 4) Evidence of the Applicant’s and Proposed Partner(s)’ boards’ support

□ 5) Applicants’ organizational budgets for the current fiscal year.

□ 6) Lead Applicant’s organizational budget for the last completed fiscal year, including

a report of actual income/expenses.

□ 7) The proposed post-implementation budget of the Applicant or new entity that will be formed

□ 8) Proof of good standing with the IRS: Visit <https://apps.irs.gov/app/eos/pub78Search.do> and select the search to organizations that “Are eligible to receive tax-deductible charitable contributions.” Please print a PDF of the page that shows your organization listed and upload.

□ For all proposed one-time contractual services or work to be funded through this grant: a copy of the consultant’s proposal or a quote, including a scope of work, project timeline, benchmarks, and budget.