



COMMUNITY HEALTH INVESTMENTS 2023-2024

Enrollment Navigator Program Application Checklist

Organization's Name: _____

Project Title: _____

Incomplete applications might not be considered for funding.

If you will not be sending your completed application digitally, you must overnight (e.g., FedEx) 10 hard copies and a signed original copy of completed application forms, PLUS one hard copy of the forms noted below. Only one copy of each item is required if submitting digitally. Double-sided copies are preferred.

Doc #	Submitted Items	Check if complete and hard copy included.	Check if complete and submitted digitally.
1	Application Checklist (Via mail: One printed copy with original)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proposal Application (Via mail: One signed original + 10 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Workplan Attachment A (Via mail: One original + 10 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Budget Attachment B (Via mail: One original + 10 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Acknowledgement Attachment C (Via mail: One original + 10 hard copies)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Board and senior management staff lists (Via mail: ONLY one hard copy)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Signed W-9 (Via mail: ONLY one hard copy)	<input type="checkbox"/>	<input type="checkbox"/>
8.	501(c)(3) IRS notification letter (Via mail: ONLY one hard copy)	<input type="checkbox"/>	<input type="checkbox"/>
9.	Latest audited financials and 990 tax form (Via mail: ONLY one hard copy)	<input type="checkbox"/>	<input type="checkbox"/>
10.	Memorandum of Understanding (MOU) for organizations applying through a fiscal agent. (Via mail: ONLY one hard copy)	<input type="checkbox"/>	<input type="checkbox"/>

If either the annual audit or the 990 form are older than 2023, indicate when GCHP can expect to receive the most current financials.

- DO** Staple each complete application with Attachments A, B, and C only as one individual set.
- DO** Clearly label the signed copy as original.
- DO** Clearly label the electronic submissions documents as noted in the Request for Applications (RFA).
- DO NOT** use paper clips, dividers or three-ring binders.