



**PROPOSAL PACKAGE CHECKLIST: PHASE 2 – PROPOSALS**

Applicants should refer to Section VII (Selection Process and Review Criteria) and Section X (Proposal Requirements) for complete information about required application content and submission guidelines. Both the electronic version and the paper original must be submitted to First 5 LA by 5:00 p.m. on **September 24, 2010**. Failure to submit any required items may result in disqualification.

<b>Included?</b>	<b>Required Item</b>
	Proposal Package Checklist
	Proposal Cover Page
	Cover Letter
	Proposal Narrative (maximum 15 pages)
	Proposed Budget (Total budget for this project is not to exceed \$300,000)
	Board Resolution (if applicable)
	Annual Independent Audit
	Bylaws ( if applicable)
	Articles of Incorporation (if applicable)

The proposal, including all required attachments, must be submitted online at <http://www.first5la.org/Funding-Center>. The cover should be addressed as follows:

*Evelyn V. Martinez, Chief Executive Officer*

**First 5 LA  
750 N Alameda Street, Suite 300  
Los Angeles, CA 90012**

**Attention: Information and Technology Planning Consultant RFP /  
Proposal**