

**Delaware SNAP-Ed FY 2020 Request for Partners
Proposal Preparation Checklist**

E-Mail proposal documents to snapedde@gmail.com on or before March 15, 2019 at 3pm.

Form	Format	Status
General		
Applicant Information/Assurances	PDF	Required
Partner Principal Investigator Responsibilities	PDF	Required
Programming		
Project Proposal	PDF	Required
Letter(s) of Commitment	PDF	Required if programming in coordination with another organization.
Fiscal		
Budget/Staffing Chart	PDF (incl. with Project Proposal)	Required
Budget Narrative Justification	PDF (incl. with Project Proposal)	Required
Indirect Cost Rate Agreement	PDF	Required if indirect costs are included on Budget
Audit Report		Required for non-federal entities that expend \$750,000 or more in a year in total federal awards.