**Region1 – Prevention North Sub-Grantee Application Checklist**

* **Cover Page**
  + Coalition Name
  + County/Counties Served
  + Organization Serving as Sub-Grantee
  + Address
  + Phone #
  + Primary Contact(s) – Email Address
* **Comprehensive Plan**

To Include:

* + Statement of Need & Population of Focus
  + Organizational Experience (Staff & Volunteer)
  + Needs Assessment
  + Logic Model
  + Action Plan

*Implementation of Prevention North Sub-Grantee Statement of Work Deliverables at % Level of Effort*

* + Data Collection & Performance Measurement Plan
  + Sustainability Plan
* **Budget**
* **Budget Narrative**
* **Attachments**

To Include:

* Valid WV Business License
* Valid Tax Exemption Certificate
* Most Recent Independent Audit