

**Appendix Documents**

*A strong grant appendix can increase your chance of funding by demonstrating your program's strengths. Listed below are sample documents for inclusion in your recompetition grant appendix.*

Document	Completed
Two most recent fiscal years' financial statements and related notes to the financial statements adhering to Generally Accepted Accounting Principles (GAAP)	
School Readiness Goals	
Statement from state taxing body or other appropriate certification of organizational status 501C3, etc.	
Organizational chart	
Community Partnerships Chart	
List of Staff in Community Leadership Positions	
Disabilities Partnership Agreement	
Letters of Commitment	
Management Team/ Key Staff Resumes	
List of Board of Directors with their contact information and affiliations	
Copy or description of the applicant organization's fiscal control and accountability procedures	
Map of your service area	
Center licenses confirming compliance with federal/state/local standards and any QRIS documentation or accreditation certificates	
Administrative Policies for dispute resolution, communication, monitoring, PC/GB composition	
Child Outcomes Reports	
Governing Board /Policy Council Bylaws	
Policy Council grant certification	
Training and Technical Assistance Plan/ Staff Development Plan	
School Readiness Plan	
Annual Planning Framework	
Absence of Non-Compete Agreement – Template provided in grant application	