**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