



**/ 2025**

# **Financial Empowerment Project**

**Host Organization Request for Proposals**

**RFP No. FEP-25A01**

**Solicitation Release Date: May 9, 2025**

**Applications Due By: June 30, 2025**

*Please Note: Review and selection of applications conducted on a rolling basis.*

## Overview

Equal Justice Works invites eligible organizations to apply as subgrantees to host an attorney Fellow as part of the 2025 cohort of the Financial Empowerment Project (“Project”). The Project, in partnership with the Cities for Financial Empowerment (CFE) Fund, aims to integrate free legacy planning legal services into Financial Empowerment Centers (FECs). The Fellows will provide free advice, education, and legal representation to help clients meet their long-term financial goals and facilitate intergenerational wealth transfer.

Organizations in **Baltimore, MD; Greenville, SC; Milwaukee, WI; San Antonio, TX; San Francisco, CA; and Shelby County, TN; Greenville, SC** are encouraged to apply. Proposals will be competitively reviewed to identify strong Project alignment.

This Project is funded by the [Cities for Financial Empowerment Fund \(CFE Fund\)](#). The CFE Fund’s mission is to leverage municipal engagement to improve the financial stability of low- and moderate-income households by embedding financial empowerment strategies into local government infrastructure.

## Eligibility

Equal Justice Works welcomes applications from all eligible organizations. To be eligible, the applicant must be a nonprofit organization established under 26 U.S.C. § 501(c) and exempt from taxation under 26 U.S.C. §501(a), including tribal nonprofit organizations and institutions of higher education (including tribal institutions of higher education).<sup>1</sup>

In addition, the applicant must be:

- Not listed on the U.S. government ‘Specialty Designated Nationals and Blocked Persons List (SDNL)’.
- Must have a valid UEI/DUNS number.
- Must have a valid Employer Identification Number.
- Must be interested in and able to host and supervisor at least one attorney Fellow.
- Must currently or desire to provide direct legal services to clients in Baltimore, MD; Greenville, SC; Milwaukee, WI; San Antonio, TX; San Francisco, CA; or Shelby County, TN.
- Must also provide a copy of a “Certificate of Good Standing” issued by the State or Territory in which they are incorporated, or other State or Territory mandated documents proving an active/valid registration and that the organization complies with the legal requirements of the certificate or proffered documents.

Equal Justice Works highly prefers that applicants maintain a current registration in the U.S. Government System for Award Management (SAM.gov) with no restrictions and be in good standing with applicable state statutes for the organization’s business registration and classification.

## Contact Information

For assistance with any requirements of the solicitation, contact Equal Justice Works at [EconomicEmpowermentProgram@equaljusticeworks.org](mailto:EconomicEmpowermentProgram@equaljusticeworks.org).

## About Equal Justice Works

Equal Justice Works is the nation's largest facilitator of opportunities in public interest law. We bring together an extensive network of law students, lawyers, legal services organizations, and supporters to promote a lifelong commitment to public service and equal justice. Following their Fellowships, more than 85% of our Fellows remain in public service positions, continuing to pursue equal justice for underserved communities across the country.

Our issue-specific Fellowship programs enable aspiring and committed public interest lawyers to jump right in and serve communities in need of legal assistance and be part of a larger cohort and community of practice facilitated by Equal Justice Works. Our Fellowship Programs range in geography and issue areas.

Equal Justice Works is committed to building a community of staff, board members, Fellows, law students, and the public service law community whose behaviors align with our mission regarding diversity, inclusion, equity, and justice. We believe that harnessing the power of our differences and breaking down barriers to opportunities are critical in ensuring that these values remain at the forefront of our work. We strongly believe that we must lead from within. Equal Justice Works creates an environment where staff at all levels are heard, respected, and valued.

For more information, please visit [www.equaljusticeworks.org](http://www.equaljusticeworks.org).

## About Cities for Financial Empowerment Fund

The CFE Fund supports municipal efforts to improve the financial stability of households by leveraging opportunities unique to local government. By translating cutting-edge experience with large-scale programs, research, and policy in cities of all sizes, the CFE Fund assists mayors and other local leaders to identify, develop, fund, implement, and research pilots and programs that help families build assets and make the most of their financial resources. The CFE Fund is currently working in over 145 cities and counties, and has disbursed over \$69 million to local governments and their partners to support these efforts.

For more information, please visit [www.cfefund.org](http://www.cfefund.org).

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## 1. PROJECT INFORMATION

### A. Objective

Equal Justice Works, in partnership with the Cities for Financial Empowerment (CFE) Fund, is piloting an initiative to embed Equal Justice Works Fellows within [Financial Empowerment Centers \(FECs\)](#) to empower clients to protect and transfer generational wealth through both financial and legal guidance. Financial Empowerment Center clients receive free, one-on-one professional counseling assistance with money management, budgeting, reducing debt, establishing and improving credit, connecting to safe and affordable banking services, building savings, and referrals to other services and organizations. Professionally trained counselors support their clients in navigating complex financial challenges and choices, helping them identify and meet present challenges and future ambitions. Local governments offer FEC financial counseling as a free stand-alone public service, but also via integration into other social services including housing and foreclosure prevention services, workforce development, prisoner reentry, benefits access, domestic violence prevention, and more. Fellows will work across selected cities to offer free legal services focused on estate planning, clearing property titles, and addressing other legal barriers to financial well-being. Ultimately, this collaboration seeks to demonstrate that a multidisciplinary approach—combining financial and legal support—can be a transformative strategy to address the justice gap and promote financial stability in underserved communities.

### B. Need

The persistent racial wealth gap in the United States continues to hinder economic mobility and financial security for Black households and other communities of color. Structural barriers have resulted in Black households possessing, on average, only one-fifth of the assets held by White households. This disparity is exacerbated by limited access to intergenerational wealth transfer mechanisms, such as wills, trusts, and life insurance, which are essential tools for building and preserving wealth across generations.

Recognizing this critical issue, the Cities for Financial Empowerment (CFE) Fund, in partnership with four local governments, launched a pilot program to integrate legacy planning into Financial Empowerment Center (FEC) counseling services.

The pilot resulted in a report entitled “[Intergenerational Wealth Transfer through Financial Empowerment Center Counseling: A Multi-City Legacy Planning Pilot](#)” (October 2022), which noted that over 90% of participating clients lacked basic legacy planning tools, including wills, powers of attorney, and health care proxies. Furthermore, 54% had not designated beneficiaries on their financial and insurance accounts. These findings underscore the urgent need for accessible and culturally competent financial counseling that addresses legacy planning, as clients were limited by how much they could achieve without access to trained and licensed lawyers.

By embedding legacy planning into existing financial counseling services, FECs can play a pivotal role in empowering clients to achieve long-term financial goals and facilitate wealth transfer to future generations. This approach not only addresses immediate financial challenges but also contributes to narrowing the racial wealth gap by promoting financial resilience and equity.

### C. Project Scope

The Project's overarching goal is to introduce a skilled cohort of attorneys to incorporate legal services into FEC legacy planning counseling services through a legal Fellowship program in multiple cities.

Subgrantee host organizations will host up to two attorney Fellows for a period of two years (24 months) to deliver a community-responsive project that provides outreach and education, advice and counsel, and direct legal services to help FEC clients achieve their longer-term financial goals.

Equal Justice Works provides funding to subgrantees to support respective projects. In addition, Equal Justice Works will leverage a nationwide network of attorneys working in relevant service models to increase the Fellows' subject matter expertise and foster their long-term commitment to public service. Fellows will participate in regular networking calls with other Fellows in the cohort where they share resources and best practices, enabling them to become more effective advocates. In addition to professional networking, Fellows will also participate in specialized trainings to enhance their legal and leadership skills.

Fellows in the cohort will also connect with other Equal Justice Works Fellows across the country, the [alumni network](#) which includes many prominent public interest leaders, including those focused on legacy planning and financial empowerment.

### D. Fellows

Individual host organization applicants may propose to host up to two Fellows. The duration of the Fellowship is for a two-year term, starting no earlier than September 1, 2025, and ending no later than 24 months from the Fellow's start date. The subgrant performance period will align with the Fellowship term. Fellows work as full-time employees of their host organizations and are hired in consultation with EJW.

Fellows must be licensed attorneys (or become licensed at the earliest opportunity after the start of the Fellowship) and admitted to practice in the applicable jurisdiction. Please see the "Scope of Work" section below for all the activities and responsibilities associated with the Fellowship.

Once selected as subgrantees, host organizations are responsible for recruiting and competitively selecting qualified Fellows in accordance with Project parameters, and become employees of the subgrantee during their fellowship. Candidates will apply directly to host organizations. Equal Justice Works will support recruitment by providing a sample job description template and marketing the opportunities nationwide through its networks.

### E. Host Organizations

A successful Fellowship project requires dedicated support from the host organization including a dedicated attorney supervisor with adequate subject matter expertise committed to the success of the Fellow and the project.

Host organizations must also demonstrate their capacity to provide adequate supervision, mentoring, and training for the Fellow. Adequate supervision involves developing a workplan

for project implementation, regular in-person meetings with the Fellow, and ongoing oversight and support for legal cases as well as outreach and education project activities. Supervisors are expected to participate in a limited number of calls with Equal Justice Works and trainings to build an integrated support system for Fellows, adequate reporting on project activities, and ensure an effective information flow.

Host organizations are expected to support and encourage the Fellow(s)' collaboration with Equal Justice Works and other Equal Justice Works' Fellows and coordinate their efforts with other legal aid programs/organizations within the relevant jurisdiction to enhance the project, build capacity, and maximize collective efforts.

During the Fellowship period, Equal Justice Works will monitor the host organizations' and Fellows' activities, as part of Equal Justice Works obligations as a prime awardee, and to provide technical assistance as needed. Equal Justice Works will host a virtual orientation for selected host organizations and their designated key personnel, which will cover programmatic, financial, and administrative requirements for this Project.

## F. Scope of Work

The Fellowship shall entail the core activities described below. As subgrantees of Equal Justice Works, host organizations have the primary responsibility to ensure that the Fellows employed at their organizations perform the applicable legal service activities under adequate supervision, participate in the training and technical assistance programs, and fulfill the data collection and reporting requirements.

Fellows will bolster the work of the FEC Financial Counselors, who will provide FEC clients with warm referrals to Fellows to handle difficult legal matters. Fellows will schedule "in-office days" onsite at FECs and/or outreach events at the select CFE Fund FECs and will provide advice, counsel, and direct services to clients. Furthermore, each Fellows' project plan should be responsive to local community needs, and host organization's strengths or capacity growth goals.

### 1) Legal Services

Fellows will provide prevention- and remediation-focused legal services related to estate planning and asset preservation to address issues, which may include:

#### **Advice and Full Representation**

- wills and transfer powers of attorney,
- advance directives and living wills,
- securing or clearing property title, and
- resolution of fines and fees.

#### **Advice and Brief Services**

- bankruptcy, and
- small business legacy planning

Fellows will collaborate within their host organizations, within their communities and as a collective cohort to share resources, referrals, consult on case and outreach strategies, and build a community of practice. To achieve this goal, the Fellows will:

- receive supervision from lawyers at their selected host organizations and will be co-located, e.g., at least two days a week or equivalent at their local FEC to increase FEC capacity to prepare for and respond to the legal needs of clients served,
- design responsive legal services projects including client education, advice and counsel, direct representation by legal Fellow, or referral to a pro bono attorney,
- track outcomes for short and medium-term sustainability beyond the two-year fellowship term, and
- contribute to collecting and reflecting on promising practices and lessons learned.

Depending on the volume of referrals and client needs through the FEC, Fellows may also maintain a manageable case load of legacy planning-related matters within the host organization that are separate from their FEC referrals. As a general guideline, the project aims to have Fellows dedicated 80% of their time to FEC referrals.

## 2) Outreach, Education, and Other Deliverables

Fellows will provide community-based education and outreach to expand awareness of legal services available to FEC clients and to strengthen the broader ecosystem supporting generational wealth transfer through legacy planning. In addition to receiving referrals from FEC financial counselors, Fellows will:

- Conduct legal education workshops and clinics in collaboration with their local FECs and community-based partners. These may include sessions on wills, powers of attorney, advance directives, and property title issues, and may be held at FECs or other trusted locations in the community.
- Develop and deliver tailored outreach efforts to community members and service providers—such as housing agencies, social services, and elder care providers—to raise awareness of legal options available for legacy and asset preservation planning.
- Engage in regular coordination and resource-sharing with FEC financial counselors and other key stakeholders to support warm handoffs, identify emerging legal needs, and ensure an integrated approach to client services.
- Build trust and relationships in the community, particularly with underserved populations, to promote access to legal services and reduce stigma or misunderstanding around legacy planning tools.

These outreach and education efforts are critical to meeting the Project’s goal of supporting longer-term financial goals for FEC clients while building access to and sustainability and access to legacy planning services in participating communities.

## 3) Data Collection & Key Performance Indicators

To help substantiate the evidence base that demonstrate the need and impact of providing legacy planning services to underserved communities and to support ongoing monitoring, subgrantees and Fellows will be required to track and report standard data on legal service delivery.

Key performance indicators for the Fellowship are listed below. During the Fellowship period, the host organizations will be required to collect and report on data and share success stories

in narrative form responsive to the Project. This data will be used by Equal Justice Works to track overall progress towards Project deliverables and be shared with our funders. A sample of the metrics collected are listed below:

Referrals	# of referrals from FECs to subgrantees
Direct Legal Services	# of total individual low-income clients served and # clients FEC clients
Direct Legal Services	# of opened and ongoing cases per each reporting period
Direct Legal Services	# of total cases closed, categorized by level of services
Direct Legal Services	# legal clinics conducted and # of individuals in attendance
Direct Legal Services	# of positive outcomes achieved for clients including quantifiable financial benefit achieved
Direct Legal Services	# of household members benefited
Outreach and Education	# of outreach/educational presentations/trainings conducted
Outreach and Education	# of total participants in outreach/educational presentations/trainings
Outreach and Education	# of outreach materials developed and distributed
Outreach and Education	# of community partner organizations collaborated with
Outreach and Education	# of clients/individuals reporting increased understanding of their rights
Outreach and Education	# of referrals made to legal or social services agencies for wraparound support, outside of legacy planning services
Outreach and Education	# of educational interview/productions/publications with media outlets
Leadership development opportunities and support	# of public service and/or leadership development opportunities the Fellow engaged in

### G. Training and Technical Assistance (TTA) for Fellows

The Project provides specialized training and engagement opportunities to Fellows to enhance their legal and leadership skills and achieve greatest impact. Equal Justice Works will facilitate capacity-building of LSOs and Lawyer Fellows by convening centralized training and technical assistance. EJW will work with LSOs to ensure that each LSO and Lawyer Fellows:

- Collaborate with their respective FECs to share resources, referrals, consult on case and outreach strategies, and build a learning community;

- Provide high-quality client education, advice and counsel, and/or direct representation for FEC clients related to legacy planning and asset preservation according to the advice, full representation, and brief services outlined above;
- Track outcomes to measure program impact and effectiveness as well as support fundraising for program sustainability for short and medium-term sustainability; and
- Contribute to collecting and reflecting on promising practices and lessons learned.

The TTA program includes the components described below. Fellows are required to participate in all provided TTA activities and engage in peer-to-peer learning and collaboration with other Fellows in the Project and at Equal Justice Works.

These include

- Kick-off Training: During the first few months of the Fellowship, the Fellows will participate in a virtual, interactive kick-off training that will orient them to fundamentals needed to begin their Fellowship.
- Conferences: All current Equal Justice Works Fellows attend the annual Equal Justice Works Leadership Development Training in November of 2025 and October/November 2026, to develop skills as public interest attorneys and leaders.
- Ongoing Assisted TTA: Project Fellows will participate in monthly calls and substantive legal training webinars focused on legacy planning and asset preservation. These sessions will also include guidance on person-centered and trauma-informed client engagement strategies for navigating sensitive and end of life planning conversations. Fellows will also receive professional development opportunities tailored to their interests and evolving community needs.
- Final Learning Event: Within the last three months of the Fellowship, the Fellows will participate in a virtual final learning event to solidify the experience and sustain the benefits of the Project. This learning event may coincide with the Fellow's monthly call.

In addition to the training program described above, Equal Justice Works provides Fellows with privileged membership access to Practicing Law Institute (PLI) for free CLE programs.

## 2. SUBAWARD INFORMATION

### A. Type of Award

Equal Justice Works intends to issue individual subawards to selected host organizations for the performance of this Project. Selected host organizations will be subrecipients of Equal Justice Works.

### B. Conditions of Subaward

Host organizations will be required to comply with the following conditions in addition to performing the scope of work.

### 1) Programmatic Reports

Host organizations will be required to submit quarterly programmatic progress reports throughout the period of performance to Equal Justice Works.

### 2) Financial Reports

Host organizations will be required to submit quarterly financial reports and supporting documentation to Equal Justice Works.

### 3) Legal Requirements

Host organizations must adhere to all the terms and conditions contained within the subaward agreement.

## C. Financial Management

Equal Justice Works adheres to the [Generally Accepted Accounting Principles \(GAAP\)](#) and expects host organizations applying to this RFP to follow the same.

## D. Budget Information

For each Fellow, a host organization will receive a subgrant of \$134,000 over the two-year Fellowship period which may be used toward project costs. Subaward amounts may be budgeted based on the direct Project costs of a Fellow and should include the following budget categories:

- Fellow Support Costs: Up to \$124,000 over the two-year period, is to be used toward Fellow Support Costs which include salary, fringe benefits, mentorship, and other support. Fringe benefits include FICA, workers' comp, healthcare, retirement benefits, or other host organization approved benefits. The host organization must comply with its internal salary scale for attorneys.
- Project Support Costs: Up to \$10,000 (\$5,000 each year) is available for Other Support Costs which are expenses related to the Fellow's activity such as local travel, language access, litigation expenses for clients, and training.

Proposal budgets may not include the following:

- Indirect Costs: Host Organizations' indirect costs are not included in the subaward.
- Pre-award Costs: Equal Justice Works shall not be obligated to pay any cost incurred by the applicant in the preparation and submission of an application in response to this solicitation.
- Equal Justice Works directly covers Fellow travel expenses (transportation, lodging, and meals) for the purpose of attending the annual Equal Justice Works Leadership Development Training in Washington, D.C.

### 3. APPLICATION INFORMATION

#### A. Timeline

The timeline listed below represents the current projection and is subject to slight modifications.

- **May 9, 2025:** Solicitation released.
- **June 23, 2025:** Questions regarding the solicitation are due.
- **June 30, 2025:** Applications are due. *Applications will be reviewed, and selections will be made on a rolling basis.*
- **July 7, 2025:** All conditionally selected applicants will be notified.
- **July 14, 2025:** Administrative documents due from selected host organizations
- **July - August 2025:** Fellow recruitment by host organizations with assistance from Equal Justice Works.
- **September 1, 2025:** Fellow begins their service.

#### B. Submission Method

Eligible applications must be submitted by Monday, June 30, 2025, 11:59 p.m. Eastern Standard Time through the online application portal: [Financial Empowerment Project Host Application portal](#)

If you encounter any technical difficulties or require any accommodation in the application submission method, please reach out to [EconomicEmpowermentProgram@equaljusticeworks.org](mailto:EconomicEmpowermentProgram@equaljusticeworks.org)

#### C. Questions Period

Applicants with any questions regarding the requirements of the solicitation or the application process should contact Equal Justice Works at [EconomicEmpowermentProgram@equaljusticeworks.org](mailto:EconomicEmpowermentProgram@equaljusticeworks.org).

#### D. Application Requirements

This section describes what an application should include. Incomplete or missing responses will negatively affect the evaluation of the application. Templates and forms referenced below are available via the Financial Empowerment Project [become a host organization webpage](#).

##### 1) Applicant Information

This section is to be completed using the [form available in Submittable](#) which requests the following information:

- 1) Organization Name - please list the organization's legal name that should be used for the subaward. If the organization's legal name is different from what is listed in the SAM registration and/or DUNS registration, please provide a brief explanation in the "Additional Information" section.
- 2) UEI/DUNS number.
- 3) Employer Identification Number.
- 4) SAM Registration - yes/ no; current registration expiration date (highly preferred).
- 5) Organization Address - if there are multiple locations, you may list the administrative headquarters address.
- 6) Executive Director (name, phone, email).
- 7) Project Director, if different from Fellow Supervisor (name, phone, email) - point of contact for programmatic matters.
- 8) Fiscal Manager (name, phone, email) - point of contact for financial matters.
- 9) Fellow Supervisor (name, phone, email) - Fellow's direct supervisor.
- 10) Fellow Office Address, if different from the organization's address listed above.
- 11) Total Subaward Budget Requested (\$).
- 12) Additional Information - Answer the following questions:
  - Does your organization currently provide direct legal services to clients in any of the following locations:
    - Baltimore, MD; Greenville, SC; Milwaukee, WI; San Antonio, TX; San Francisco, CA; or Shelby County, TN? (yes/no)
  - If selected to receive a subaward under this Project, would your organization provide direct legal services to clients in any of the above locations under this award? (yes/no)

## 2) Proposal Narrative

Please refer to the proposal narrative template (Appendix 1) which includes the sections listed below for completion. This document should be uploaded as a PDF with "Proposal Narrative Host Organization Name" as part of its file name, not exceeding four single-spaced pages using 12-point font.

### a. Statement of the Problem and Need

- This section should include the description of problems or gaps in civil legal services to individuals and communities that the Fellowship project will address.

### b. Project Design and Implementation Plan:

- Please include a concise, complete plan for the Fellowship project at the host organization that addresses the requirements and goals of the Financial Empowerment Project described in this solicitation.
- This section should also address the following items:
  - Scope of Work.

- Goals, objectives, and primary activities that will be accomplished through this project including targets and key deliverables.
  - Types of services the Fellow will provide. This section should reference the scope of work including key performance indicators and clearly outlining legal services and other deliverables as described in Section 1.F.
  - Anticipated project impact.
  - Plan for providing supervision, mentorship, and training to the Fellow.
  - Any sustainability plan to continue providing those services beyond the Fellowship.
- c. Organizational Capabilities and Competencies.
- This section should include the applicant’s capacities and competencies to carry out the programmatic, administrative, and financial aspects of the Fellowship project and should address the following items:
    - Experience providing estate planning related legal services.
    - Relationships with community partners and other relevant local coalitions and/or multidisciplinary taskforces.
    - Relevant legal and supervisory experience of the Fellow’s supervisor.
- d. Plan for collecting Data for Performance Measures
- This section should describe the organization’s experience and capacity to track and report data for performance measures and participate in the evaluation project.

### 3) Budget Template

Applicants must complete the budget worksheet template to document their proposed budget, using the provided budget template (Appendix 2) and following the template instructions.

When attaching a document file to the submission website applicants should use descriptive file names (e.g., “Proposal Narrative Organization Name” or “Budget Organization Name”) for all files.

## E. Administrative Requirements

Applicants are required to complete, acknowledge, and submit the following administrative requirements with the Proposal submission. Incomplete or missing responses will negatively affect the evaluation of the application.

### (1) Pre-award Survey

Applicants must complete the Pre-award Survey (Appendix 3) available at the application website. The purpose of this survey is to assess whether the applicant's accounting system is acceptable under the financial management requirements. Equal Justice Works Standard Grant Award Conditions for Non-Federal Grants.

### (2) Risk Assessment Tool

Applicants must complete the Risk Assessment Tool (Appendix 4) made available at the application website. This information will be used for pre-award risk assessment.

### (3) IRS Form 990

Applicants must submit their most recent IRS Form 990.

## 4. APPLICATION REVIEW INFORMATION

Applications that meet the eligibility requirements and the prerequisites listed below will be evaluated using the criteria set forth in this section.

### A. Prerequisites

- (1) Applicants must complete and meet the minimum requirements of the Pre-award Survey and Risk Assessment Tool.
- (2) Applicants must be registered in the System for Award Management (SAM) and not identified in SAM as excluded from receiving federal awards and be in good standing with state statutes for the organization's business classification.

### B. Evaluation Criteria

- (1) Statement of the Problem and Need (5%)
- (2) Project Design, Goals, and Implementation Plan (40%)

Applications will be evaluated based on the quality, comprehensiveness and the feasibility of their proposed project design, specificity of goals, location, focus, and the rigidity of their implementation plan. Proposed projects demonstrating clear strategies and capacity to execute the Project as outlined in the Scope of Work section carry higher weighted percentage scores.

- (3) Capabilities and Competencies (25%)
- (4) Plan for Collecting Data for Performance Measures (5%)
- (5) Budget (20%): Applicants must submit complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities proposed) budgets.
- (6) Additional documentation and considerations (5%): past performance, experience assisting communities through the provision of legacy planning legal services.

## 5. INDEX OF APPENDICES

List of Appendices required to be submitted in response to this RFP via the [Online Application Form](#) (Submittable). See application [website](#) to download Appendices.

- 1) Proposal Narrative
- 2) Budget Template
- 3) Pre-award Survey
- 4) Risk Assessment Tool
- 5) IRS Form 990 (*no download available, requesting from applicant's records*)