

Attachment D

Application Cover Letter & Application Checklist Form
Applications due June 2, 2008

A. Application Cover Sheet/Contact Information

Applicant Name:	
Street Address:	
City, Zip code:	
Project Contact Person:	
Telephone:	
Fax:	
Email:	

B. Application Checklist. Please compile the application in the following order:

1. Cover Letter – Two (2) pages maximum
2. Project Description – Two (2) pages maximum
3. Project Narrative – Seven (7) pages maximum
4. Attachment A - Scope of Work – Fifteen (15) pages maximum
5. Evaluation Plan – Five (5) pages maximum
6. Attachment F - Budget Justification
7. Attachment K - Project Summary Form
8. Resumes of Key (Proposed) Project Staff
9. Up to Three (3) Community Letters of Support – Three (3) maximum

**Submit to:
Mailing Address:**

**Mary N. Nichols
Program Manager
Cancer Prevention and Nutrition Section
P.O. Box 997377, MS-7204
Sacramento, CA 95899-7377**

**Shipping Address/
Overnight Express:**

**Mary N. Nichols
Program Manager
Cancer Prevention and Nutrition Section
1616 Capitol Ave., Suite 74.516, MS 7204
Sacramento, CA. 95814**