

1. Describe your agency's overall mission, history, major activities, and funding sources.

2. Describe the extent to which your agency has promoted healthy eating, physical activity, chronic disease prevention, or other health-related behaviors among low-income individuals and families.

3. Identify key people who will work on the project and briefly describe their qualifications. Specify the lead person (by name and title) responsible for implementing the project, monitoring progress, and maintaining contact with the *Network*. Attach résumés. For staff not yet hired, provide a position description, including the qualifications that you will seek for each position.

4. Describe the specific roles and capabilities of any key partners. Name the lead person(s) responsible for the collaboration and partnership, their title, and briefly explain their capabilities, or contribution to the partnership. Describe the length and nature of previous collaborations with the lead organization. For new partners, explain how you will develop and maintain an effective working partnership.

5. Describe your organization's management experience, technology capacity, and fiscal capacity to administer similar type projects.

6. Describe your organization's fiscal capacity/ability to manage expenses in a reimbursement program operating three to four months in arrears.