Minnesota Department of Health

# Attachment D: RFP Checklist YOUTH SUICIDE PREVENTION Learning Collaborative BUILDING GRANT

## Required application format

* One original copy
* Format (12-point font, one-inch margins and single spaced)
* Number all pages consecutively
* Submit by June 7, 2024, by 4:30 p.m. CST.

## Required application documents

* Signed coversheet on agency letterhead (one page)
* Table of Contents (One page)
* Attachment A: Youth Suicide Prevention Learning Collaborative Grant Application
  + Section 1: Organizational Capacity (250 word limit)
  + Section 2: Project Narrative and Work Plan (Attachment A Form C) (1,000 word limit, doesn’t include work plan. Work plan may be submitted as a separate attachment)
  + Section 3: Equity (250 word limit)
  + Section 4: Budget Summary, Detail and Justification (Attachment A, Form A and B)
* Letters of Commitment
* [Due Diligence Review Form (https://www.health.state.mn.us/about/grants/duediligence.pdf)](https://www.health.state.mn.us/about/grants/duediligence.pdf)
* [Applicant Copy of Conflict-of-Interest Disclosure (https://www.health.state.mn.us/about/grants/coiapplicant.pdf)](https://www.health.state.mn.us/about/grants/coiapplicant.pdf)

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4/23/2024

To obtain this information in a different format, call: 651-201-5400