***Nurture Now: Helping Children Shine***

**Checklist of Required Attachments**

[ ] Cover Sheet & Executive Summary ([*click here*](https://www.vhcf.org/wp-content/uploads/2023/12/NN-Cover-Sheet-and-Executive-SummaryForm.doc) *for the Word documents*)

[ ] Narrative

[ ] Key Elements of SBHC’s Required for *Nurture Now.* ([*click here*](https://www.vhcf.org/wp-content/uploads/2023/12/Key-Elements-of-NN-Proposals.docx) *VHCF-provided form*).

[ ] Memorandum of Understanding between your organization, the principal of your partnering school (*and the school district superintendent, as necessary*). (*Signed preferable, but a proposed draft with specifics can be a sufficient place holder*).

* + VHCF recommends applicants draw from Virginia Department of Education’s [*Memorandum of Understanding (MOU) Guidance for School Behavioral Health*](https://www.doe.virginia.gov/programs-services/student-services/integrated-student-supports/school-based-behavioral-health)to develop their MOU.

[ ] Budget for the 2-year grant period on the VHCF-form and a budget narrative describing how funds will be spent (click here VHCF-provided form).

[ ] SBHC Operations Overview: Before and With *NN* Funding ([*click here*](https://www.vhcf.org/wp-content/uploads/2023/12/SBHC_Operations_Overview_Before_and_With_NN_Funding.xlsx) *VHCF-provided form*).

[ ] Viable Sustainability Plan for proposed initiative ([*click here*](https://www.vhcf.org/wp-content/uploads/2023/12/NN-Sample-Sustainability-Plan.xlsx) *VHCF-provided template*).

[ ] Organization chart of applicant, identifying those responsible for SBHC.

[ ] Names and affiliations of the *Nurture Now* initiative management team for the applicant organization and school/district.

[ ] The resume(*s*) of the individual(*s*) who will lead your organization’s *Nurture Now* initiative, and principal of the school in which the SBHC will be housed.

[ ] Job description(*s*) for position(*s*) to be funded with *Nurture Now dollars.*

[ ] List of the applicant organization’s Board of Directors, their affiliations, and terms.

[ ] A copy of the applicant organization’s most recent strategic plan.

[ ] Applicant organization’s annual budget.

[ ] Copies of the applicant organization’s most recent audit and financial statements (*P&L and Balance Sheet*).

[ ] Evidence of the applicant organization’s tax-exempt status.